



POLL WORKERS' COMBINATION TRAINING MANUAL

**MIAMI-DADE COUNTY
ELECTIONS DEPARTMENT
2700 N.W. 87th Avenue
Doral, FL 33172
(305) 499-VOTE (8683)**



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INTRODUCTION



Welcome to Elections training.

Today you will receive a detailed “Hands-On” training that will prepare you for the upcoming election.

We ask that you give us your full attention, and we encourage you to ask questions.

We want you to leave this training with a full understanding of how to check-in a voter using the EViD and issue a voter the correct ballot.

GENERAL INFORMATION



Election Day Expectations:

- Know your assigned polling location
- Vote during Early Voting or Vote-by-Mail
- **Be on time**
- Bring necessary items (food, drinks, medications, etc.)
- Dress appropriately; be comfortable yet professional
- Be professional, courteous and polite with all voters **and** with each other

GENERAL INFORMATION



Election Day Expectations (Cont'd):

DO NOT:

- Leave the polling place
- Wear campaign buttons, t-shirts or any other politically oriented items
- Accept anything from a poll watcher, solicitor or candidate
- Use an official ballot for demonstration
- Give any advice, information or material regarding the ballot
- Smoke inside the polling place
- Take radios, television sets, magazines, laptops, newspapers, pets, or individuals not part of the Election Board to the polls
- Use cell phones or other electronic devices while assisting voters

GENERAL INFORMATION



CLASS EXPECTATIONS:

- Class will last **four (4) hours**
- Make sure you have signed the sign-in sheet
- If you are unable to stay for the entire time, you **must** call the Elections Department at **(305) 499-8448** to reschedule
- You **must** complete the entire class to get credit for attendance
- **In order to be paid for training, you must also work and complete your full Election Day assignment**
- Ask questions – we want to hear from you
- Participate – tell us about your experiences

GENERAL INFORMATION



MIAMI-DADE COUNTY ELECTIONS DEPARTMENT POLL WORKER PAYMENT CHART

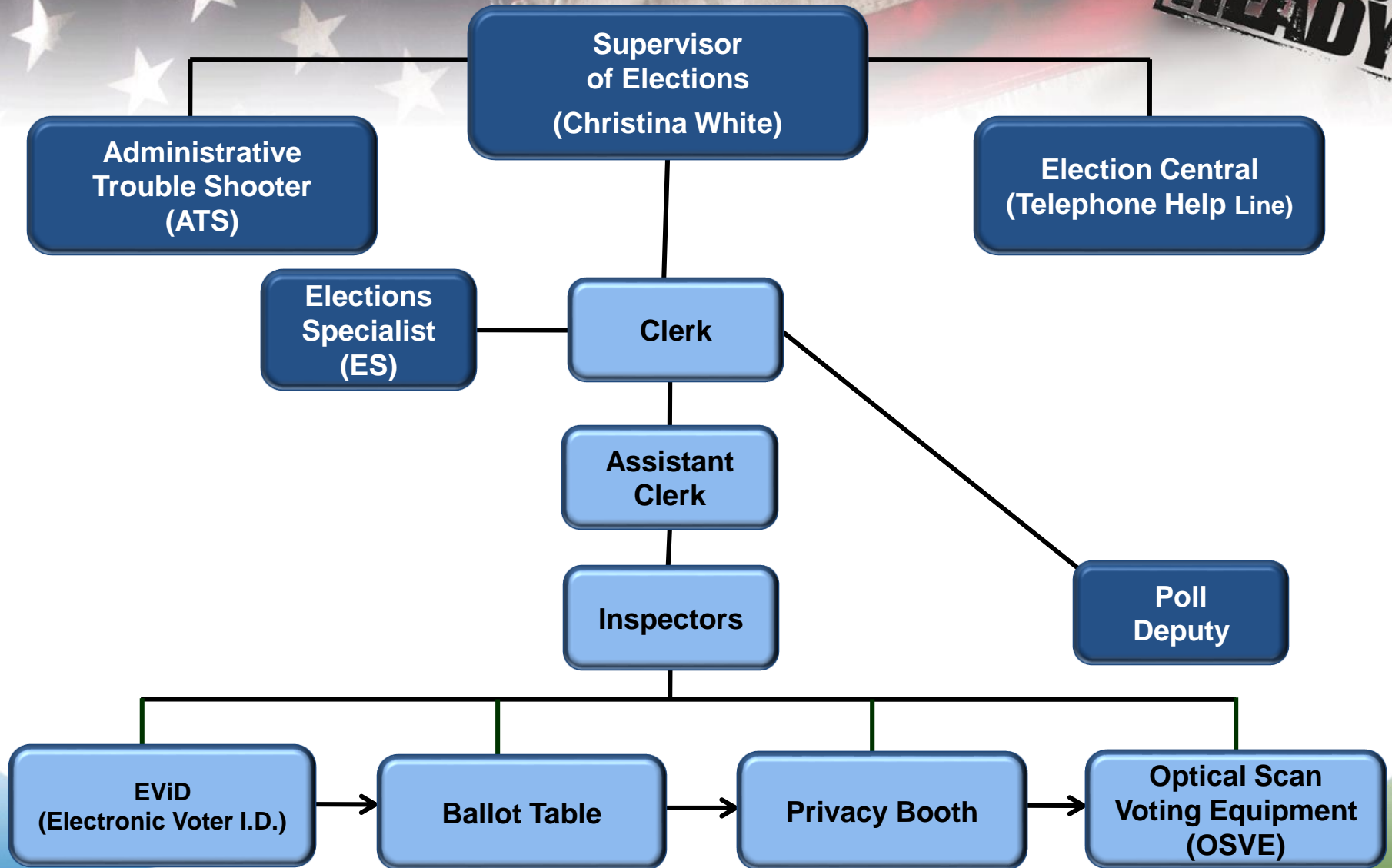
POSITION	TRAINING**	PRE-ELECTION SET-UP	POST-ELECTION (If Applicable)	ELECTION DAY
Clerk ¹	\$40.00	\$45.91	\$22.50	\$160.68
Assistant Clerk ¹	\$40.00	\$35.31	\$22.50	\$123.60
ES	\$40.00	\$46.00	N/A	\$168.00
Poll Deputy	\$40.00	\$30.02	N/A	\$105.06
Inspector	\$40.00	\$30.02	N/A	\$105.06
EViD Inspector	\$40.00	\$30.02	N/A	\$105.06
Standby ²	\$40.00	N/A	N/A	\$18.54

* All Poll Worker positions listed in bold will be expected to participate in “Pre-Election Set-Up.”

** In order to be paid for training, Poll Worker must also perform required Election Day duties.

1. Only the Clerk (or Assistant Clerk in the Clerk’s absence) will be asked to complete “Post-Election” tasks.
2. If Standby is *not called by noon*, Poll Worker will be paid \$18.54 + \$40.00 for Training. If Standby is called and chooses not to work, Poll Worker will ONLY get paid \$40.00 for Training; if Standby is called and arrives at precinct to work within one (1) hour, Poll Worker will be paid his/her regular Election Day pay (depending on position) + \$40.00 for training.

TABLE OF ORGANIZATION



The light-colored boxes represent the Election Board members.

MONDAY AFTERNOON



Precinct Types:

- **Single Precinct** – a precinct managed by one (1) Election Board
- **Multiple Precinct** – two (2) or more precincts located in the same room managed by one (1) Election Board
- **Split Precinct** – a precinct that is divided into separate sections to reflect different federal, state and local districts; it is managed by one (1) Election Board

MONDAY AFTERNOON

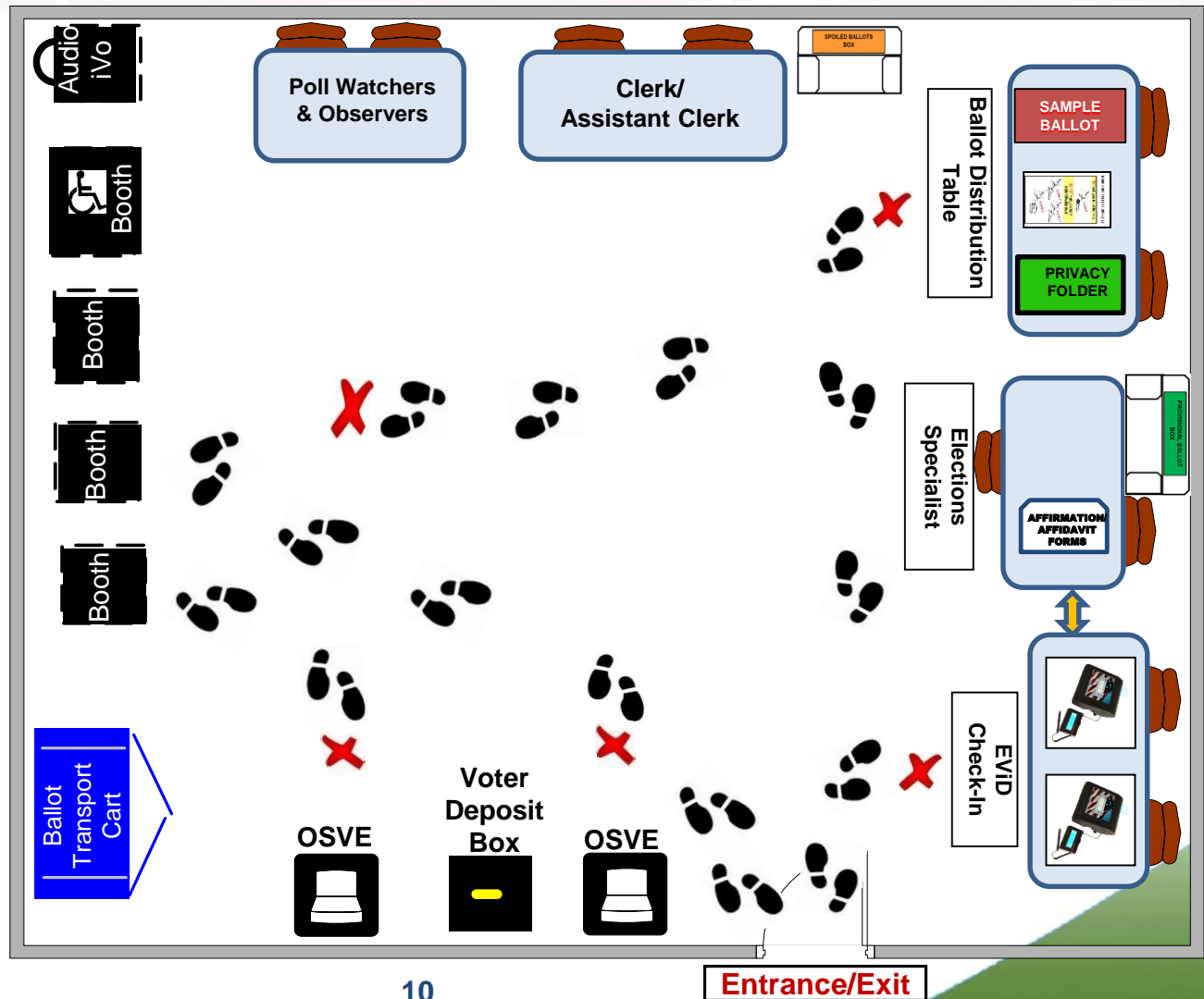


Example of Polling Room Layout

All polling rooms are different

The diagram specific to your room is found in the Document Folder

X = "Wait Here" Spots



MONDAY AFTERNOON



- On Monday afternoon, the ES will setup the EViDs on the tables assigned as the Check-In Tables
- The Clerk will review the EViD Check-In and Ballot Table procedures with the Inspectors

ELECTION DAY



TYPE OF ELECTION:

ELECTION – GENERAL

- **Definition:** An election held immediately following a Primary Election. There are no party specific ballots. All eligible voters are permitted to vote for any candidate of their choosing.

ELECTION DAY



- Report to your assigned polling place at **5:30 AM**
- The Clerk assigns Inspectors' duties:
 - EViD Check-In Table
 - Ballot Table
 - Privacy Booth
 - Optical Scan Voting Equipment (OSVE)
- Everyone signs the payroll
- **The polls shall be open at 7:00 a.m. (F.S. 100.011)**

ELECTION DAY



The Oath

The Assistant Clerk (or an Inspector) swears-in the Clerk

The Clerk administers the Oath to all Election Board Members, before 7:00 AM

The Poll Deputy and the Elections Specialist do not take the Oath

OATH TO BE TAKEN BY CLERK OF ELECTION

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

I, Susana White, Clerk of
Miami-Dade Primary Election held at Ben Sheppard Elementary in Voting Precinct No.(s)
321/322, in the County of Miami-Dade, and State of Florida, on the 15th day of
March, 2016, do solemnly swear that I will perform the duties of Clerk of Election according to Law,
and will endeavor to prevent all fraud, deceit or abuse in conducting the same. I further swear (or affirm) that
I have not been paid for working in support or opposition of any candidate or proposal appearing on the ballot.

Susana White

Clerk

Sworn to and subscribed before me this 15th day of March, 2016.

Jane Wade

Assistant Clerk or Inspector

OATH TO BE TAKEN BY INSPECTORS AND ASSISTANT CLERK OF ELECTION

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

We, the undersigned Inspectors and Assistant Clerk of Miami-Dade Primary
Election held at Ben Sheppard Elementary in Voting Precinct No.(s) 321/322
in the County of Miami-Dade, and the State of Florida, on this 15th day of March, 2016
do solemnly swear that we will perform the duties of Inspectors and Assistant Clerk of Election according to Law,
and will endeavor to prevent all fraud, deceit or abuse in conducting the same. We further swear (or affirm) that
we have not been paid for working in support or opposition of any candidate or proposal appearing on the ballot.

1. <u>Nicholas Lee</u>	8. _____	15. _____
2. <u>Polina Powell</u>	9. _____	16. _____
3. <u>Bianca Flowers</u>	10. _____	17. _____
4. <u>Dorothy Brown</u>	11. _____	18. _____
5. _____	12. _____	19. _____
6. _____	13. _____	20. _____
7. _____	14. _____	21. _____
Inspectors	Inspectors	Inspectors

Jane Wade

Assistant Clerk

Sworn to and subscribed before me this 15th day of March, 2016.

Susana White

Clerk

NOTE: Oaths of Clerk, Assistant Clerk, and Inspectors may be taken before any officer authorized to administer oaths, or before one of the persons chosen as Inspectors.

ELECTION DAY



- The Clerk shall be in charge of, and responsible for, seeing that the Election Board carries out its duties and responsibilities (F.S. 102.012)
- The Clerk manages voter flow, customer service, and resolves or escalates voter issues/problems to Election Central
- The Clerk should rotate Inspectors' tasks and positions throughout the day
- The Clerk assigns lunch and break times in accordance with election turnout

ELECTION DAY



Solicitation Rules

- There may be **no solicitation** inside the polling room or within 100 feet of the entrance of the polling building
- The 100 feet must be marked from the entrance to the polling building, not the entrance to the polling room
- If the building has **two (2)** entrances used by the voters, the 100 feet must be marked from **both** doors
- If you encounter any solicitors wanting to use the restroom inside of the polling location, please contact Administrative Procedures for further instructions

Solicitation Includes:

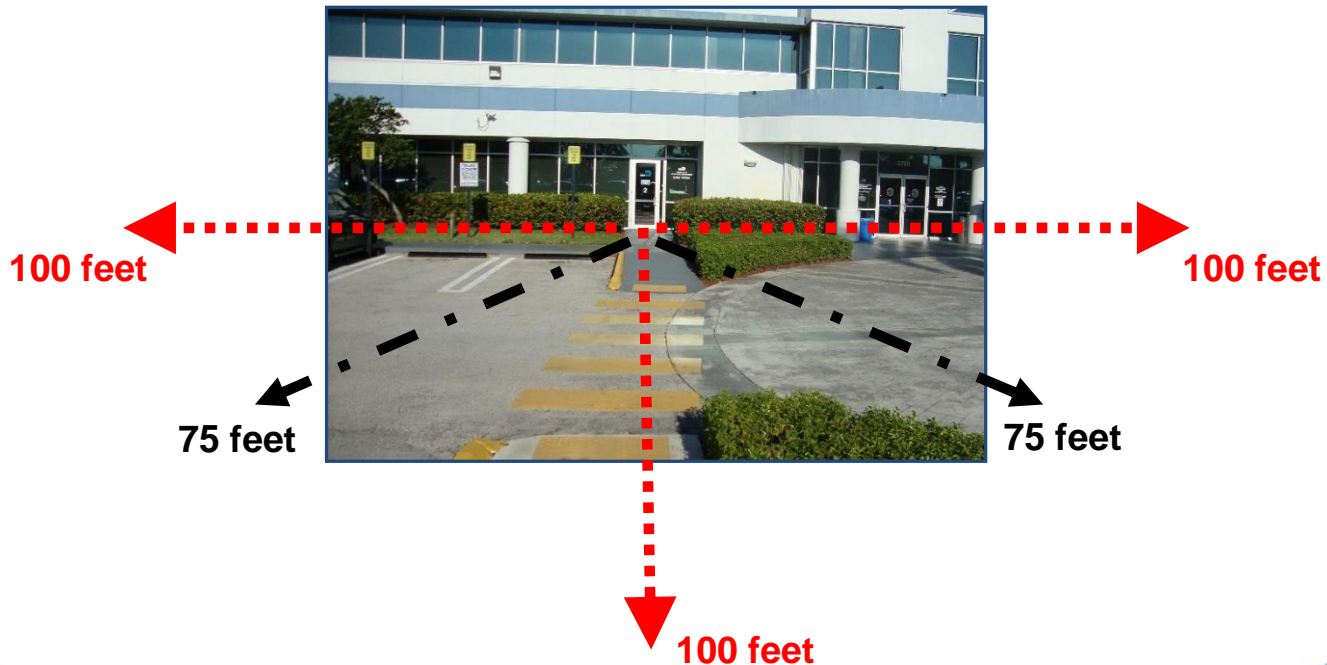
- Distribution of any political campaign material
- Attempts to influence how voters vote
- Attempts to get voters to sign petitions
- Posting of campaign signs

ELECTION DAY



Poll Deputy

- Measure the **100 feet** “No Solicitation Zone” with rope provided, and mark it with the tape provided
- Measure and mark the **75 feet** “Exit Polling Zone”
- Install all required ADA ramps



ELECTION DAY



Poll Deputy will do the following:

- Greet the voters
- Make sure voters have their IDs ready
- Make sure solicitors remain beyond the 100 feet “No Solicitation Zone”
- Remove any campaign signs within the 100 feet boundary
- Record current time and distribute Wait Time Tickets to a voter in line at the top of each hour
- Instruct the voter to give the ticket to the EViD Check-In Inspector
- Notify the Clerk and/or the Assistant Clerk if the line of voters extends beyond the 100 feet mark
- Stand at the end of the voting line at 7:00 PM when the Clerk declares the polls are closed

ELECTION DAY



Who is permitted in the polling room?

- Persons there to vote, persons in the care of a voter, or persons caring for such voter
- Official Poll Watchers **
- Inspectors
- Election Clerks
- The Supervisor of Elections or his or her Deputy **
- Law enforcement officers or emergency service personnel in the performance of their official duties **
- Election Observers appointed by the State **
- Miami-Dade County Audit and Management Services (AMS) ** (F.S. 102.031)

** = These individuals will have appropriate badges

ELECTION DAY



Poll Watchers:

- Are there to observe how we conduct the election
- Must wear the badges issued by the Elections Department
- Are not allowed to interact with the voters or the Inspectors
- Must refer all Poll Watcher questions to the Clerk

ELECTION DAY



Voters:

- May bring pre-marked sample ballots and campaign materials into the polling room
- May wear political t-shirts, buttons, hats, etc., into the polling room

No photography is allowed in the polling room by anyone

ELECTION DAY



Members of the public and observers:

Anyone may witness the opening and closing, as long as they do not interfere with our procedures,

- Before the polls open at 7:00 AM
- After the polls close and the last voter has left the polling room

Members of the media:

- May film from the doorway of the polling room, as long as they do not interfere with the voters
- May conduct exit polling 75 feet from the entrance to the polling building

ELECTION DAY



At what time do the polls open?

**The polls shall be open by 7:00 AM.
(F.S. 100.011)**

What happens if we only have the Clerk, one (1)
Inspector and one (1) working scanner?

We open at 7:00 AM!



ELECTION DAY EVID CHECK-IN TABLE





ELECTION DAY – EViD Check-In Table



Electronic Voter Identification (EViD) System

During the first hour of voting,
the Clerk
will be positioned at the
EViD Check-In Table
to ensure the voters are being
processed correctly

ELECTION DAY – EViD Check-In Table



In order for a voter to successfully check-in, he/she must present **Current and Valid, Picture and Signature** identification(s):

Identifications Used for EViD Swipe Method	Identifications Used for EViD Manual Search Method		
<ul style="list-style-type: none">1. Florida Driver's License**2. Florida Identification (ID) Card** <i>[Issued by the Florida Department of Motor Vehicles (DMV)]</i>	<ul style="list-style-type: none">1. Florida Driver's License**2. Florida ID Card** <i>[Issued by the Florida Department of Motor Vehicles (DMV)]</i>3. United States (U.S.) Passport4. Debit OR Credit Card <p>** (Only if damaged or magnetic stripe is unreadable)</p>	<ul style="list-style-type: none">5. Military ID6. Student ID7. Retirement Center ID8. Neighborhood Association ID9. Public Assistance ID	<ul style="list-style-type: none">10. Veteran Health Identification Card <i>[Issued by the United States Department of Veterans Affairs]</i>11. A license to carry a concealed weapon or firearm issued pursuant to s. 790.0612. Employee identification card issued by any branch, department, agency, or entity of the Federal Government, the state, a county, or a municipality

Note: If a voter does not have one (1) ID with a picture and a signature, then he/she must provide both a picture ID and a signature ID from the approved list.

What happens when a voter **DOES NOT** have an acceptable ID?

Direct the voter to the Elections Specialist (ES) to have a Provisional Ballot issued. The reason will be **"No ID Provided."**

DO NOT TURN THE VOTER AWAY!

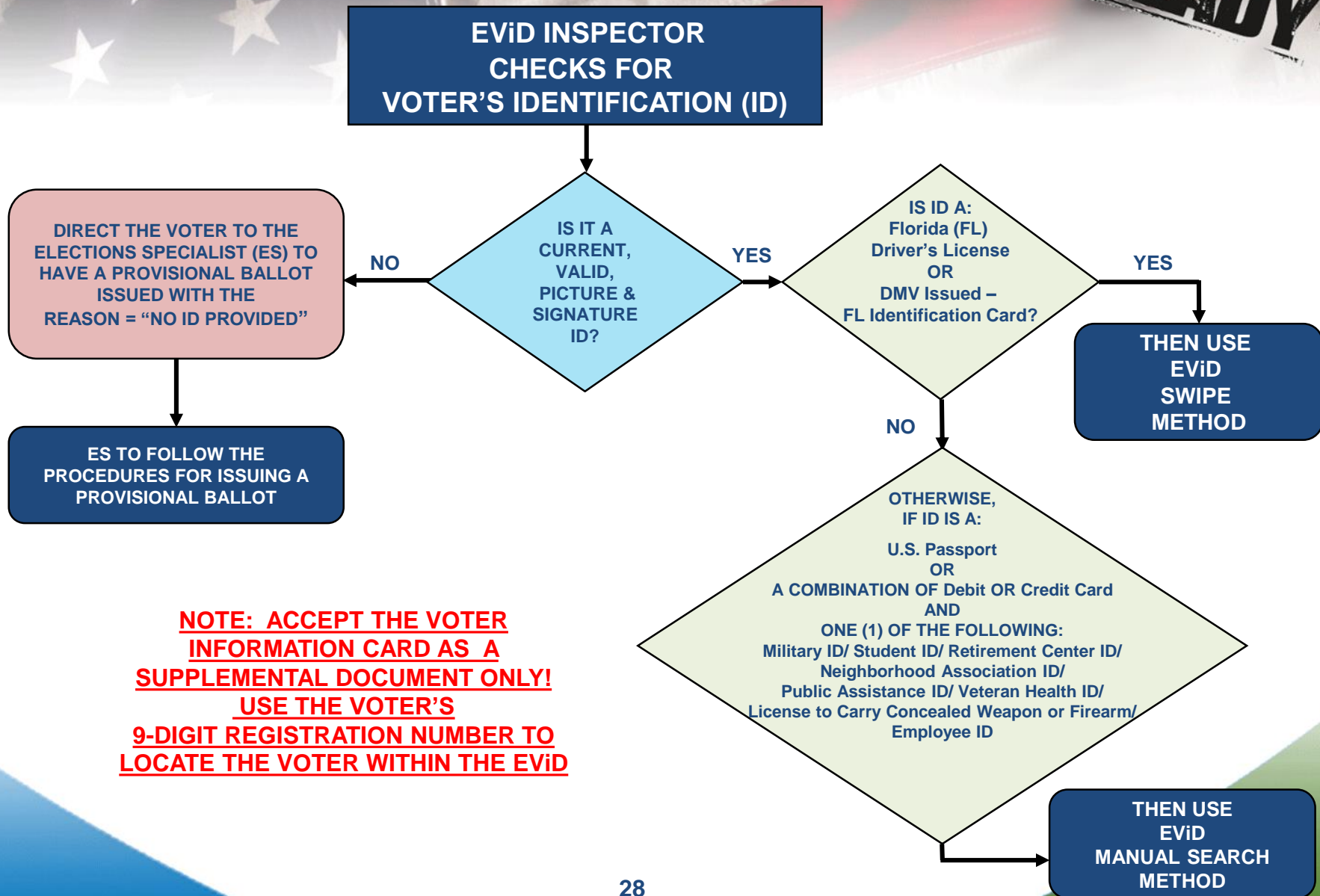
ELECTION DAY – EVID Check-In Table



SAMPLES OF THE NEW, ACCEPTABLE FORMS OF IDENTIFICATIONS:



ELECTION DAY - EViD CHECK-IN TABLE PROCEDURES



ELECTION DAY – EViD Check-In Table

Electronic Voter Identification (EViD) system



- The EViD is an online, real-time voter check-in system
- It replaces the paper precinct registers and Voter's Authorization Slip (VAS)
- "EViD Inspector" is the title of the inspector operating the EViD
- The EViD Inspector is able to *swipe* a voter's Florida Driver's License or a voter's Florida Identification (ID) Card to quickly locate the voter's information
- The voter signs the Electronic Signature Pad
- The "Voting Pass" that is printed by the EViD, replaces the VAS

ELECTION DAY – EViD Check-In Table



EViD Inspectors are ONLY responsible for the following:

- Verifying that the voter presents the correct form of ID
- Processing the voter by either swiping the voter's Florida Driver's License/Florida ID Card or performing a Manual Search
- Verifying that the information printed on the voter's Voting Pass is correct
- Receiving the Wait Time Tickets from the voters; recording time received and forwarding tickets to the ES

ELECTION DAY – EViD Check-In Table

Electronic Voter Identification (EViD) System



1. Greet the voter, and ask: “May I see a picture & signature ID?”
2. Verify that the ID is **Current and Valid**, with a **Picture and a Signature**
3. *If presented with:*
 - a. A **Florida Driver’s License** OR a **Florida Identification (ID) Card**, then use the **EViD Check-In Swipe Method Procedures** (Pgs. 32 - 38)
 - b. The other valid types of identifications, then proceed with the **EViD Check-In Manual Search Procedures** (Pgs. 39 - 48)
 - c. The **Voter Information Card**, **in addition** to the picture and signature identification, then use the **EViD Check-In Manual Search Procedures** (Pgs. 44 - 48)
4. If the voter fails to present an acceptable form of identification OR if the voter does not have any identification, then **send the voter to the Elections Specialist (ES) to be issued a Provisional Ballot. The reason will be “No ID Provided.”**



ELECTION DAY – EViD Check-In Table



EViD Swipe Method Procedures

ELECTION DAY – EViD Check-In Table

EViD Swipe Method Procedures



Valid Forms of Identifications (IDs) That May Be Swiped:

1. Florida (FL) Driver's License

OR

2. Florida (FL) Identification (ID) Card –

Issued by the Florida Department of Motor Vehicles (DMV)

ELECTION DAY – EViD Check-In Table



1. Using the keyboard on the screen, type your initials to indicate the “system user” that is currently operating the EViD station.

A screenshot of the EViD initial entry screen. At the top, it says 'Please enter your initials in the box below'. Below this is a text input field containing 'MDC', which is circled in red. To the right of the field are 'Clear' and 'OK' buttons. Below the input area is a full QWERTY keyboard. On the right side of the keyboard, there is a vertical 'EViD' logo. The background is a light gray.

2. Press “OK.”

System
User's
Initials

The Home screen
will appear.

A screenshot of the EViD home screen. At the top, it displays 'Clerk Station (King)' and '5/12/2015 07:00:00 AM'. Below this is the school name 'Ben Sheppard Elementary School' and the number '322'. The main area has a prompt 'Swipe ID Card or Search for Voter Button' with a sub-prompt '-Swipe Driver's License-'. There are two buttons: 'Search for Voter' and 'No ID Provided'. On the right side, there are icons for 'Exit' (a door), 'Messages' (an envelope), and 'Voter Info' (a person icon). At the bottom left, there is a 'Reset Sigpad' button with a scanner icon. In the center bottom, there is a 'Previous Voter' section with a 'No Previous Voter' button. At the very bottom, it shows the ID 'E00-13B01629' and 'Voting Passes: 0'. The 'EViD' logo is in the bottom right corner. The background features a stylized American flag.

ELECTION DAY – EViD Check-In Table

EViD Swipe Method Procedures (Cont'd)



1. Swipe the voter's Florida Driver's License OR Florida ID Card through the magnetic stripe card reader located on the right-hand side of the EViD.
2. The voter's information is displayed on the “**Name and Address Verification**” screen. Confirm that it is the correct voter.
3. The voter's address that is displayed on the screen is considered to be the current address, unless otherwise advised by the voter.
4. If the voter does not initiate a change of information, then press “**YES**” on the **Name and Address Verification** screen.

A screenshot of the EViD 'Name and Address Verification' screen. The screen has a light gray background with black text. At the top, it says 'Clerk Station 5/12/2015 7:00:00 AM' and 'Ben Sheppard Elementary School 322'. The main title is 'Voter's Name and Residence Address', with a red circle around it and a red arrow pointing to it from the top right. Below this is a subtitle '-Name and Address Verification-'. A blue bar indicates 'This Person Requires Assistance'. The voter's name 'John Doe' is displayed. Below that is the 'Residence Address' '2730 W 62Nd Pl APT 201 Hialeah, FL 33016'. Further down, it shows 'Date of Birth 04/21/1994', 'Precinct 322.0', and 'Ballot Style N031'. The question 'Does voter information match this information?' is followed by three buttons: 'Yes', 'No', and 'Wrong Voter'. The 'Yes' button is circled in red, with a red arrow pointing to it from the left. At the bottom, it shows 'E00-13B01629' and 'Voting Passes: 0'. The EViD logo is in the bottom right corner.

ELECTION DAY – EVID Check-In Table

EVID Swipe Method Procedures (Cont'd)



5. Ask voter to sign the Signature Pad.
6. The **voter's signature** will also be displayed on the **EVID's screen**. Verify that the signature appearing on the screen matches the signature on the ID.
7. Press Accept Signature button.



Note: If the voter's signature appearing on the EVID's screen is significantly different from that on the ID, then DO NOT continue to process this voter. Contact the Clerk to press the "Reject Signature" button. The Clerk will then escort the voter to the ES to fill out an Affirmation.

Continue to check-in the next voter.



ELECTION DAY – EViD Check-In Table

EViD Swipe Method Procedures (Cont'd)



8. The voter's Voting Pass will print.
9. Circle the voter's ballot style and precinct number.
10. Give the Voting Pass to the voter and direct him/her to the Ballot Table, unless the voter makes a request to use the iVotronic.

A sample of a printed Voting Pass form. Red circles and arrows highlight specific fields: 'Voting Pass' is circled with an arrow from step 8; 'Ballot Style: N03' and 'Precinct: 322.0' are circled together with an arrow from step 9. The form includes a barcode, the election name '2014 General Election (680)', a registration number 'Reg#: 110212395', voter information for John Doe, and a signature.

Voting Pass

Ballot Style: N03 NPA

2014 General Election (680)

Precinct: 322.0

Reg#: 110212395

Doe, John
Birth Date: 04/21/1994
2730 W 62Nd Pl APT 201
Hialeah FL 33016
Assistance Required

John Doe

Pages _____ Int. _____

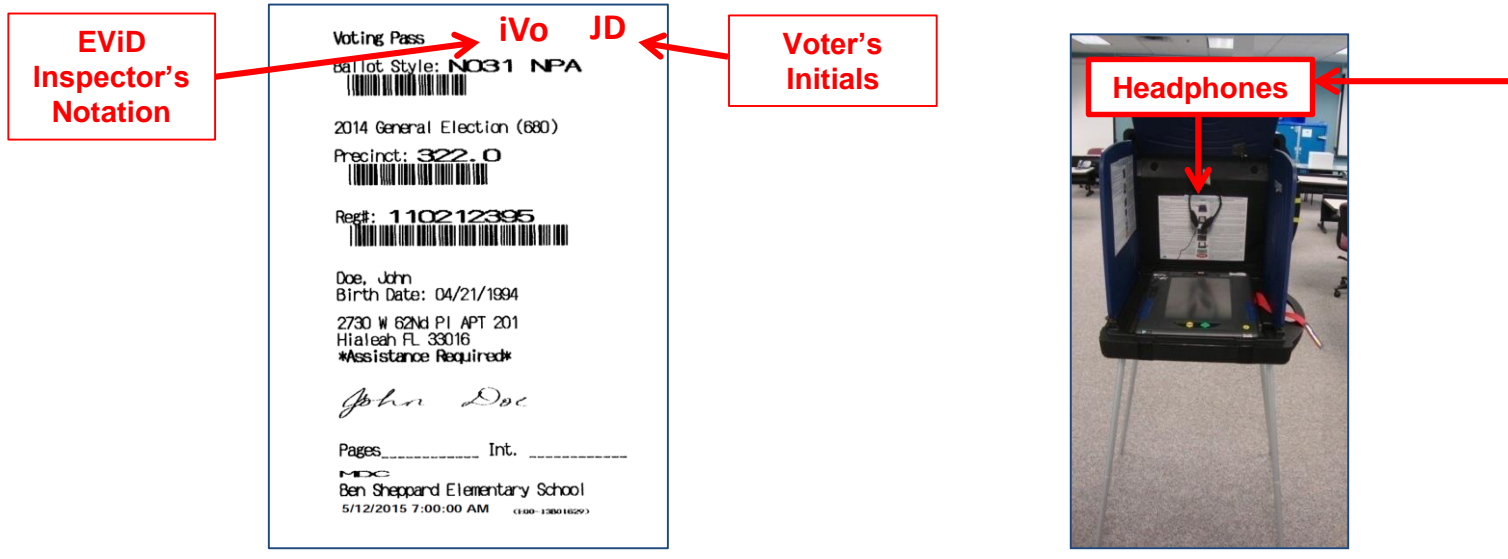
MDC
Ben Sheppard Elementary School
5/12/2015 7:00:00 AM (100-13001629)

ELECTION DAY – EViD Check-In Table



iVotronic Request

- If the voter makes a request to use the iVotronic, the EViD Inspector will follow the regular EViD check-in procedures. The term, “**iVo**”, should be written on the Voting Pass, and the **voter will initial** at the top. The Voting Pass will be given to the voter who is then directed to the Elections Specialist (ES) to have the iVotronic activated.



- Explain to the voter that the iVotronic is activated in touchscreen and audio-only modes.

NOTE: THIS VOTER DOES NOT GET A PAPER BALLOT



ELECTION DAY – EViD Check-In Table



EViD Manual Search Procedures

ELECTION DAY – EViD Check-In Table

EViD Manual Search Procedures



Valid Forms of Identification That May Be Used:

- United States (U.S.) Passport
- Debit or Credit Card
- Military ID
- Student ID
- Retirement Center ID
- Neighborhood Association ID
- Public Assistance ID
- Veteran Health ID Card
- License to Carry Concealed Weapon or Firearm
- Employee Identification Card

(Issued by any branch, department, agency, or entity of the Federal Government, the state, a county, or a municipality)

**** Florida Driver's License**

**** Florida Identification (ID) Card – [Issued by the Florida Department of Motor Vehicles (DMV)]**

**** (Only if damaged or magnetic stripe is unreadable)**

ELECTION DAY – EViD Check-In Table

EViD Manual Search Procedures (Cont'd)



If the voter does not have a state issued Florida Driver's License or a Florida ID Card with a magnetic stripe on the back, but has another acceptable form of ID from the list, the EViD Inspector must perform a Manual Search. **THIS IS STILL AN ELIGIBLE VOTER.**

1. Retrieve the voter's ID and press the SEARCH FOR VOTER button.

A screenshot of the EViD main menu. At the top, it says 'Clerk Station (King) 5/12/2015 07:00:00 AM' and 'Ben Sheppard Elementary School 322'. The main instruction is 'Swipe ID Card or Search for Voter Button'. Below this, there are several buttons: 'Search for Voter' (circled in red with an arrow pointing to it), 'MDC Change Initials', 'No ID Provided', 'Exit', 'Messages', 'Reset Sigpad', 'Previous Voter', 'No Previous Voter', and 'Voter Info'. At the bottom, it says 'E00-13B01629' and 'Voting Passes: 0'.

2. On the **Manual Search** screen, enter the voter's **Last Name** and **First Name** and/or **Date of Birth** OR ONLY the voter's 9-digit **Registration** number. Press the SEARCH button.

Please do not enter the Driver's License number to search for a voter.

A screenshot of the EViD Manual Search screen. It has a title bar that says '-Manual Search-'. Below the title bar, it says 'REMEMBER: Birth Date searches are the fastest.' and 'Use "%" for wildcard'. There are four input fields: 'Date of Birth:' (with a date format hint), 'Driver's License:', 'Last Name or Registration:', and 'First Name:'. The 'Driver's License' field is crossed out with a red 'X' and has an arrow pointing to it from the text 'DO NOT USE Driver's License Field'. The 'Search' button is circled in red, and an arrow points to it from the text 'Please do not enter the Driver's License number to search for a voter.'.

**DO NOT USE
Driver's License Field**

ELECTION DAY – EViD Check-In Table



EV iD Manual Search Procedures (Cont'd)

Note: Entering the voter's Last Name and First Name, in addition to the Date of Birth, enables a faster search for the voter's information within the database.

A screenshot of a web-based search interface for voter information. The interface has a light gray background. At the top left, it says '-Manual Search-'. To its right is a reminder: 'REMEMBER: Birth Date searches are the fastest.' In the top right corner, there is a blue oval containing the text 'Use \"%\" for wildcard', with a red arrow pointing to it from the right. Below this, there are four input fields: 'Date of Birth:' followed by a field with three underscores and slashes ('_/_/'); 'Driver's License:' followed by a field with four underscores and dashes ('_-_-_-'); 'Last Name or Registration:' followed by a large empty text box; and 'First Name:' followed by another large empty text box. Red arrows point to the 'Date of Birth' field from the left and to the 'First Name' field from the right. At the bottom, there are three buttons: 'Cancel', 'Search' (which is circled in red), and 'Clear'.

However, if you have difficulty finding a voter's name, it is recommended that you use the wildcard symbol, “%”, as a part of your search. To expedite the check-in of this voter, please contact the ES at this point for further assistance.

Example: George Clooney may be located by typing “Cl%” in the Last Name field and “George” in the First Name field. If there is only one (1) person matching this criteria, then the exact voter will be displayed, otherwise, a grid of all voters that match the search criteria will appear. If there is a grid, then select the box with the correct voter.

ELECTION DAY – EViD Check-In Table



EViD Manual Search Procedures (Cont'd)

Depending upon the search criteria entered, a grid may appear.

3. Identify the correct voter on the grid and select the box with the voter's information.

Watson, Ali S Party: REP DOB: Jun 6, 1966	Watson, Amanda T Party: DEM DOB: Feb 5, 1984	Watson, Anne S Party: NRS DOB: Dec 12, 1977	Watson, Billie KS Party: REP DOB: Dec 12, 1966	Watson, Brinkley W Party: Npa DOB: Jun 2, 1982
Watson, Dave Party: REP DOB: Jul 27, 1951	Watson, David Party: Dem DOB: Jul 27, 1951	Watson, David Party: DEM DOB: Jul 27, 1951	Watson, David Party: DEM DOB: Jul 27, 1951	Watson, David A Party: Dem DOB: Aug 20, 1966
Watson, David C Party: Gre DOB: Oct 25, 1959	Watson, David I Party: DEM DOB: Apr 5, 1965	Watson, David J Party: ARP DOB: Apr 5, 1966	Watson, David K Party: Chr DOB: Dec 23, 1944	Watson, David S Party: Npa DOB: Jul 27, 1951
Watson, David S Party: DEM DOB: Jul 22, 1951	Watson, David S Party: REP DOB: Jul 27, 1951	Watson, David S Party: LIB DOB: Apr 4, 1955	Watson, David S Party: DEM DOB: Nov 20, 1943	Watson, David S Party: DEM DOB: Nov 20, 1943
Watson, David S Party: DEM DOB: Apr 5, 1966	Watson, David S Party: DEM DOB: Jul 27, 1951	Watson, David S Party: REP DOB: Apr 4, 1955		

Note: If a voter's information is highlighted in **ORANGE**, then the voter's status is "Ineligible" and is not allowed to vote.

If a voter's information is highlighted in **BLUE**, the voter's status is "Inactive," and his/her information must be verified before being processed.

ELECTION DAY – EViD Check-In Table

EViD Manual Search Procedures (Cont'd)

Note: If a voter provides a Voter Information Card, in addition to a picture and a signature ID, enter the voter's 9-digit Registration number to search for the voter.

1. Retrieve the voter's ID and press the SEARCH FOR VOTER button.

Clerk Station (King)
5/12/2015 07:00:00 AM

Ben Sheppard Elementary School
322

Swipe ID Card or Search for Voter Button
-Swipe Driver's License-

Search for Voter

MDC
Change Initials

No ID Provided

Reset Sigpad

Previous Voter
No Previous Voter

Exit

Messages

Voter Info

E00-13B01629
Voting Passes: 0

EViD

2. On the **Manual Search** screen, enter the voter's **9-digit Registration number ONLY**. Press the SEARCH button.

-Manual Search- REMEMBER: Birth Date searches are the fastest. Use "%" for wildcard

Date of Birth: / / Driver's License: - - - -

Last Name or Registration: First Name:

Cancel Search Clear

ELECTION DAY – EViD Check-In Table

EViD Manual Search Procedures (Cont'd)



3. The voter's information is displayed on the **Name and Address Verification** screen. Confirm that it is the correct voter.
4. The voter's address that is displayed on the screen is considered to be the current address, unless otherwise advised by the voter.
5. If the voter does not initiate a change of information, then press **"YES"** on the **Name and Address Verification** screen.

The screenshot shows the EViD Name and Address Verification screen. At the top, it displays 'Clerk Station 5/12/2015 7:00:00 AM' and 'Ben Sheppard Elementary School 322'. The main title is 'Voter's Name and Residence Address'. Below this, a red circle highlights the text '-Name and Address Verification-'. A red arrow points from the top left towards this circle. The screen lists the voter's name as 'John Doe' and the residence address as '2730 W 62Nd Pl APT 201 Hialeah, FL 33016'. It also shows the date of birth as '04/21/1994', the precinct as '322.0', and the ballot style as 'N031'. A question is posed: 'Does voter information match this information?'. Below this question, three buttons are visible: 'Yes', 'No', and 'Wrong Voter'. A red arrow points from the left towards the 'Yes' button, which is also circled in red. At the bottom, the screen displays the ID 'E00-13B01629', 'Voting Passes: 0', and the EViD logo.

Clerk Station 5/12/2015 7:00:00 AM Ben Sheppard Elementary School 322

Voter's Name and Residence Address

-Name and Address Verification-

This Person Requires Assistance

John Doe

Residence Address
2730 W 62Nd Pl APT 201 Hialeah, FL 33016

Date of Birth 04/21/1994 Precinct 322.0 Ballot Style N031

Does voter information match this information?

Yes No Wrong Voter

E00-13B01629
Voting Passes: 0

EViD

ELECTION DAY – EVID Check-In Table

EVID Manual Search Procedures (Cont'd)



6. Ask voter to sign the Signature Pad.
7. The **voter's signature** will also be displayed on the **EVID's screen**. Verify that the signature appearing on the screen matches the signature on the ID.
8. Press Accept Signature button.



Note: If the voter's signature appearing on the EVID's screen is significantly different from that on the ID, then DO NOT continue to process this voter. Contact the Clerk to press the "Reject Signature" button. The Clerk will then escort the voter to the ES to fill out an Affirmation.

Continue to check-in the next voter.



ELECTION DAY – EViD Check-In Table

EViD Swipe Method Procedures (Cont'd)



8. The voter's Voting Pass will print.
9. Circle the voter's ballot style and precinct number.
10. Give the Voting Pass to the voter and direct him/her to the Ballot Table, unless the voter makes a request to use the iVotronic.

A sample of a printed Voting Pass form. Red circles and arrows highlight specific fields: 'Voting Pass' is circled with an arrow from step 8; 'Ballot Style: N03' and 'Precinct: 322.0' are circled together with an arrow from step 9. The form includes a barcode, election details, voter registration information, and a signature line.

Voting Pass

Ballot Style: N03 NPA

2014 General Election (680)

Precinct: 322.0

Reg#: 110212395

Doe, John
Birth Date: 04/21/1994
2730 W 62Nd Pl APT 201
Hialeah FL 33016
Assistance Required

John Doe

Pages _____ Int. _____

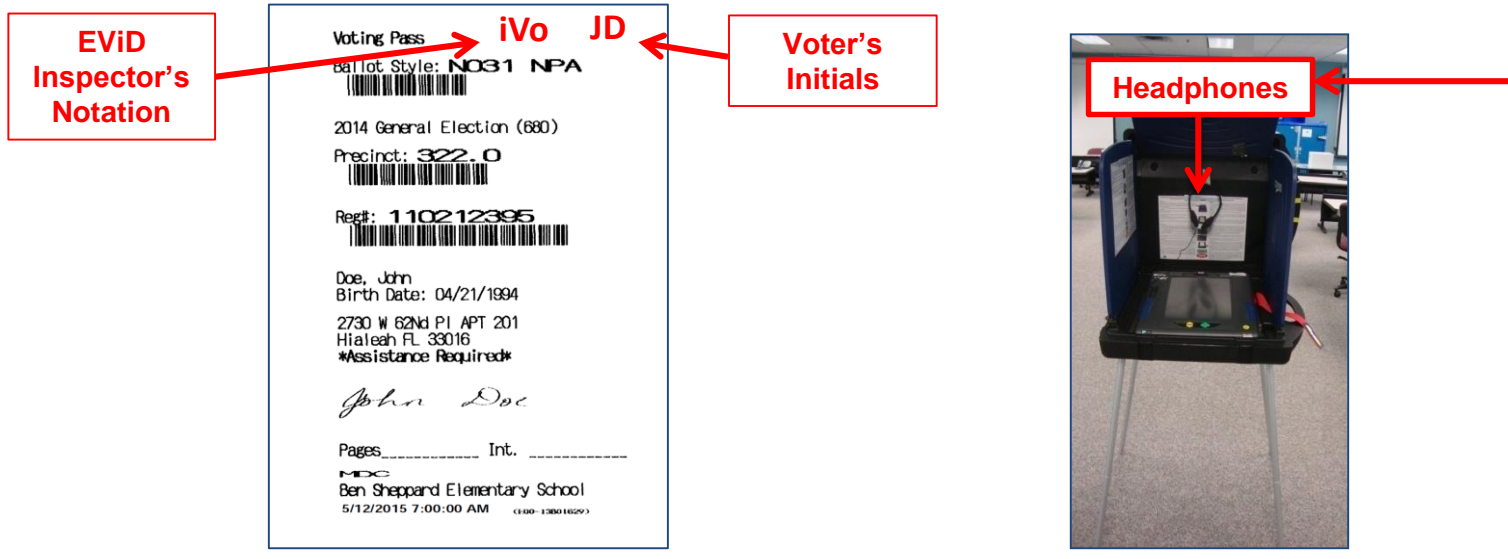
MDC
Ben Sheppard Elementary School
5/12/2015 7:00:00 AM (100-13001629)

ELECTION DAY – EViD Check-In Table



iVotronic Request

- If the voter makes a request to use the iVotronic, the EViD Inspector will follow the regular EViD check-in procedures. The term, “**iVo**”, should be written on the Voting Pass, and the **voter will initial** at the top. The Voting Pass will be given to the voter who is then directed to the Elections Specialist (ES) to have the iVotronic activated.



- Explain to the voter that the iVotronic is activated in touchscreen and audio-only modes.

NOTE: THIS VOTER DOES NOT GET A PAPER BALLOT



ELECTION DAY



Ballot Table

Ballot Table Reminders



Primary Election:

1. Safeguard all ballot boxes behind the Ballot Distribution Table
2. Confirm that all ballot boxes behind the Ballot Distribution Table are **regular ballot boxes** and **NOT Provisional Ballot boxes!**
3. Verify that each voter is issued **only one (1) ballot!**
4. Ensure that the ballot is issued according to the **Precinct Number, Party Affiliation and Ballot Style** printed on the voter's Voting Pass
5. Have the voter confirm that the **Precinct Number, Party Affiliation and Ballot Style** on each ballot page match what is shown on the voter's Voting Pass

ELECTION DAY – Ballot Table



**Primary
Election
Setup**

BALLOT BOX DEM – PCT 001	BALLOT BOX REP – PCT 001	BALLOT BOX NPA – PCT 001

The **Party Affiliation & Precinct Number** are Written Inside the Lid of Each Ballot Box

SAMPLE BALLOT	<p>MARK YOUR BALLOT CORRECTLY</p> <p>DO mark your ballot this way:</p> <p>CORRECT!</p> <p>George Washington</p> <p>DO NOT mark your ballot in the following ways:</p> <p>INCORRECT!</p> <p>George Washington</p> <p>INCORRECT!</p> <p>George Washington</p> <p>INCORRECT!</p> <p>George Washington</p>	PRIVACY FOLDER
SAMPLE BALLOT CARD WITH INSTRUCTIONS		

BALLOT DISTRIBUTION TABLE

ELECTION DAY – Ballot Table (Cont'd)



Primary Election - Ballot Table Inspectors' Procedures:

1. Ask the voter for the Voting Pass, and get a ballot that matches the voter's **Precinct Number, Party Affiliation and Ballot Style**.
(Ensure that the voter is issued ALL of the ballot pages) – GET THE BALLOT RIGHT!
2. Point to the **Precinct Number, Party Affiliation and Ballot Style** on each ballot page, and ask the voter to confirm that it is his/her correct **Precinct Number, Party Affiliation and Ballot Style**.
3. Write the total number of ballot pages on the bottom of the Voting Pass, and have the voter **initial** next to the entry.
4. Put the voter's ballot, Voting Pass and pen into the Privacy Folder. Give all of the items to voter.
5. Using either the Sample Ballot Card or a Sample Ballot, provide the voter with instructions on how to mark the ballot, and direct the voter to a Privacy Booth.

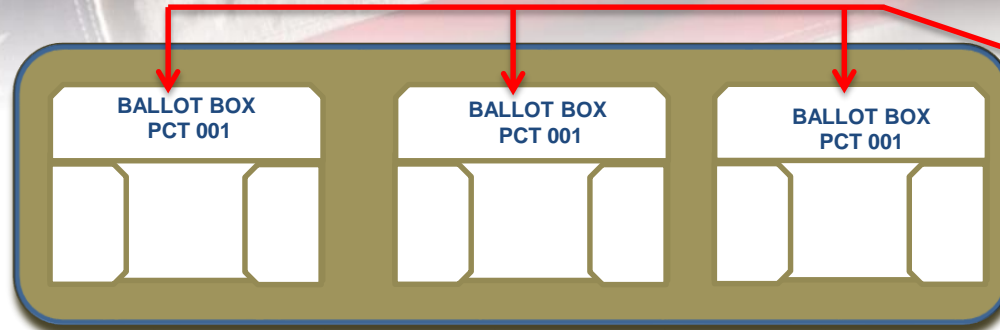
Ballot Table Reminders



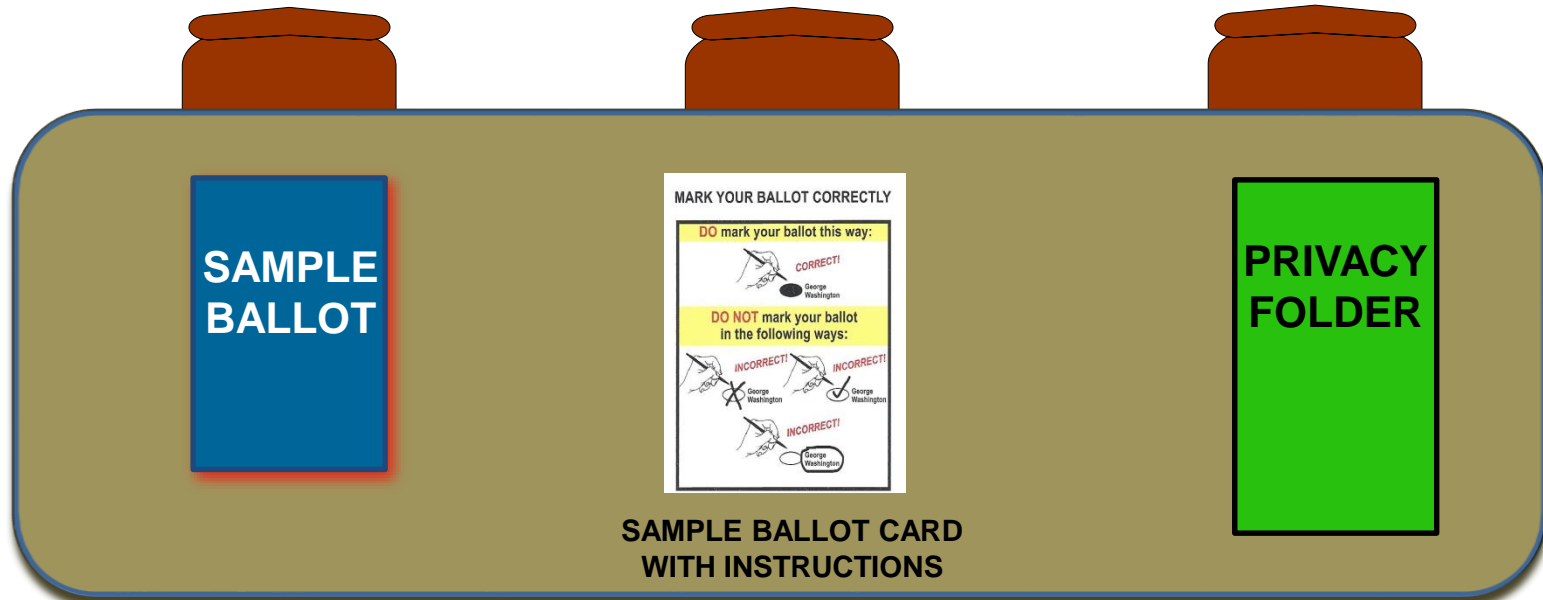
General Election:

1. Safeguard all ballot boxes behind the Ballot Distribution Table
2. Confirm that all ballot boxes behind the Ballot Distribution Table are **regular ballot boxes** and **NOT Provisional Ballot boxes!**
3. Verify that each voter is issued **only one (1) ballot!**
4. Ensure that the ballot is issued according to the **Precinct Number and Ballot Style** printed on the voter's Voting Pass
5. Have the voter confirm that the **Precinct Number and Ballot Style** on each ballot page match what is shown on the voter's Voting Pass

ELECTION DAY – Ballot Table



**Precinct
Numbers**
are Written
Inside the
Lid of Each
Ballot Box



BALLOT DISTRIBUTION TABLE

ELECTION DAY – Ballot Table (Cont'd)



General Election - Ballot Table Inspectors' Procedures:

1. Ask the voter for the Voting Pass, and get a ballot that matches the voter's Precinct Number and Ballot Style.
(Ensure that the voter is issued ALL of the ballot pages) – GET THE BALLOT RIGHT!
2. Point to the Precinct Number and Ballot Style on each ballot page, and ask the voter to confirm that it is his/her correct Precinct Number and Ballot Style.
3. Write the total number of ballot pages on the bottom of the Voting Pass, and have the voter initial next to the entry.
4. Put the voter's ballot, Voting Pass and pen into the Privacy Folder. Give all of the items to voter.
5. Using either the Sample Ballot Card or a Sample Ballot, provide the voter with instructions on how to mark the ballot, and direct the voter to a Privacy Booth.

ELECTION DAY – Ballot Table (Cont'd)

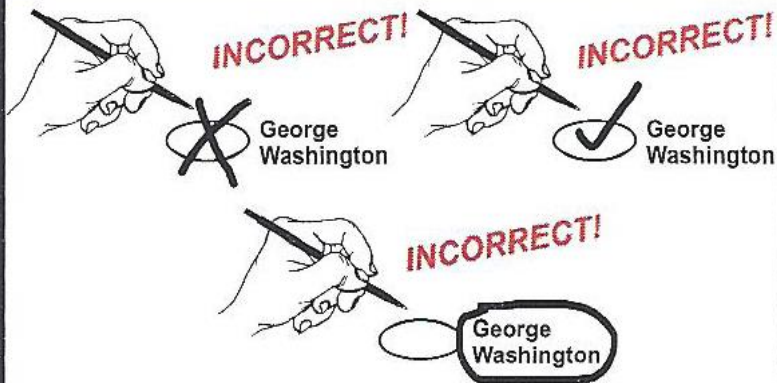


MARK YOUR BALLOT CORRECTLY

DO mark your ballot this way:



DO NOT mark your ballot in the following ways:



Step 1

Receive your ballot(s) and privacy folder. Proceed to Privacy Booth.

Step 2

Make your selection(s) for a particular contest by completely filling in the oval on the ballot with the black pen provided.

WRITE-IN CANDIDATES (if needed): Fill in the oval next to the words "Write-in" and write the candidate's name on the line.

Step 3

Make sure you read your ballot carefully and understand how many candidates to vote for in each contest.

Step 4

Review and check both sides of your ballot for accuracy. If you make a mistake, please return your ballot page(s) to the poll worker and request new ballot page(s).

Step 5

After completing your ballot, proceed to the optical scan voting machine and insert your ballot.

Step 6

Check the screen to see whether there are any issues with the ballot, such as overvoting or blank ballots. Press RETURN to get the ballot back. Press ACCEPT to submit ballot.

ELECTION DAY – Privacy Booth



Privacy Booth Inspector:

1. Direct voters to the next available Privacy Booth.
2. Advise voters to make their ballot selections at the Privacy Booth.
3. Stop those voters who are directly heading to the scanners once leaving the Ballot Table. Explain to them that they first have to mark their ballots.
4. Point to the “Wait Here” spot that identifies the beginning of the line. Let the voters know that they are to proceed to that spot only after they have completed marking their ballots.



ELECTION DAY – Optical Scan



During the first hour of voting, the Elections Specialist (ES) will be stationed at the Optical Scan Voting Equipment (OSVE) to ensure the voters are actively confirming they have the correct ballot according to their Voting Pass.



ELECTION DAY – Optical Scan (Cont'd)



Optical Scan Voting Equipment (OSVE) Inspector:

1. Ask the voter to present his/her Voting Pass.
2. Have voter confirm that the **Precinct Number and Ballot Style** on Voting Pass are same as on the ballot.
3. **Get the Ballot Right!** Ensure voter did not receive a Provisional Ballot.
4. Direct the voter to the Optical Scanner (OSVE). If you have multiple precincts, direct the voter to the scanner that matches the Precinct Number on the Voting Pass.
5. Ask the voter to insert the ballot, one page at a time.
DO NOT touch the voter's ballot pages.
6. Step away from the scanner to give the voter some privacy.

NOTE: If the scanner cannot be used for any reason, notify the ES (or the Clerk) immediately!

ELECTION DAY – Optical Scan (Cont'd)



The “Perfect Voter”

Public count: **0**

Welcome
Please Insert Your Ballot

Bienvenido
Por favor inserte su boleta electoral

Akey
Tanpri Antre Bilten Ou a

Public count: **1**

Thank You for Voting

5. When all the pages have been accepted by the scanner, deposit the Voting Pass into the Voter Deposit Box.
6. Deposit the Privacy Folder and the pen into the Privacy Bin.
7. Offer the voter an “I Voted” sticker, and remember to say, “Thank you for voting!”

ELECTION DAY – Optical Scan (Cont'd)



Blank Ballot (No Votes Detected)

Alert	Atención!	Alet!
There is an issue with your ballot. Press Continue for details.		
Hay un problema con su boleta electoral. Pulse "continuar" para mas detalles.		
Gen yon pwoblem avec bilten ou an. Pèse Kontinye pou detay.		
Continue in English	Continue en Español	Kontinye an Kreyol

NO VOTES DETECTED	
ACCEPT	RETURN

- Reason for returned ballot: **Blank Ballot**
- Optical Scanner will notify the voter **"NO VOTES DETECTED"**
- If the voter presses **"ACCEPT"** ... the scanner will scan the ballot **"AS IS"**
- If the voter presses **"RETURN"** ... the scanner will return the ballot to the voter
- **Never touch the screen for the voter**
- **This voter needs to go back to a Privacy Booth to mark his/her ballot**
- Ask if the voter would like instructions on how to mark the ballot

ELECTION DAY – Optical Scan (Cont'd)



Over-Voting: (more selections than allowed)

Alert	Atención!	Alet!
-------	-----------	-------

There is an issue with your ballot.
Press Continue for details.

Hay un problema con su boleta electoral.
Pulse "continuar" para mas detalles.

Gen yon pwoblem avec bilten ou an.
Pèse Kontinye pou detay.

Continue in English	Continue en Español	Kontinye an Kreyol
---------------------	---------------------	--------------------

YOU HAVE MADE TOO MANY SELECTIONS IN 1 CONTEST	
--	--

<p>Review Your Ballot.</p> <p>Press the button below to return your ballot. See a poll worker for a replacement ballot.</p> <p>Review Your Ballot</p>	<p>Cast Your Ballot As Marked.</p> <p>Warning! If you press the button below your ballot will be cast and the contest(s) with too many votes will not be counted!</p> <p>Cast Your Ballot As Marked</p>
---	--

- Reason for returned ballot: **Over-Voting (more selections than allowed)**
- The Optical Scanner will notify the voter that they have made too many selections in one (1) or more contests
- Selecting **"REVIEW YOUR BALLOT"** allows the voter to have ballot returned for replacement
- Selecting **"CAST YOUR BALLOT AS MARKED"** causes the Optical Scanner to accept the ballot **"AS IS"** and deposit it into the voted ballot container

ELECTION DAY – Optical Scan (Cont'd)



Optical Scan Voting Equipment (OSVE) Inspector:

1. When alerted of over-voting errors on the ballot, if the voter presses **“CAST YOUR BALLOT WITH ERRORS,”** the scanner will accept the ballot page. However, any race that was identified as having too many votes will not be counted. Ask the voter to complete the process by inserting any remaining pages.
2. If the voter presses **“CORRECT YOUR BALLOT,”** the scanner will return the ballot page. **This page will have to be replaced.** Ask the voter to complete the process by inserting any remaining pages.
3. Have the voter place the returned ballot page(s) and Voting Pass into the Privacy Folder. Direct the voter to the **Clerk’s Table** to have the Assistant Clerk replace the ballot page(s).

ELECTION DAY – Ballot Replacement



Assistant Clerk:

1. Request from the voter the Voting Pass and the returned ballot page(s).
2. Turn the Voting Pass over to its blank side and record the required information as shown in the illustration on page 63. Write the page number(s) that need to be replaced and your initials in the appropriate places.
3. Write “**SPOILED**” on each ballot page and place inside the “**Spoiled Ballot Box.**”
4. Retrieve a new set of ballot pages from the ballot box that matches the voter’s **Precinct Number and Ballot Style** shown on the Voting Pass. Ensure that each new ballot page(s) given to the voter matches the page number(s) of the old ballot page(s) taken from the voter. **GET THE BALLOT RIGHT!**
5. Any Ballot page(s) from the new set that is/are NOT given to the voter must also be marked “SPOILED” and placed inside the “Spoiled Ballot Box.”

ELECTION DAY – Ballot Replacement



Assistant Clerk (Cont'd.):

6. Have the voter initial in the Ballot Replacement section on the back of the Voting Pass acknowledging receipt of the new ballot page(s). **(Please see the illustration on page 64)**
7. Place the new ballot page(s) and Voting Pass inside the Privacy Folder and give all items back to the voter.
8. Advise the voter that he/she is entitled to only TWO (2) ballot replacements. If the voter makes errors on his/her ballot after receiving the TWO (2) replacements, that ballot has to be scanned “AS IS.” On the OSVE, the “CAST YOUR BALLOT WITH ERRORS” IS THE ONLY OPTION AVAILABLE TO THE VOTER AT THIS POINT.
9. Direct the voter once again to the Privacy Booth.

ELECTION DAY – Ballot Replacement (Cont'd)



Front of Voting Pass

Voting Pass

Ballot Style: N001 NPA



Reliavote Test 1 Election (670)

Precinct: 322



Reg#: 110212395



Doe, John

Birth Date: 04/21/1994

6406 W 27th Ln APT 123

Hialeah 33016

Voter's Address was Changed.

Assistance Required

John Doe

Pages: _____ Init. _____

MDC

Ben Sheppard Elementary School

5/15/2014 3:27:43 PM (1300-1-0000000)

Assistant Clerk's Notations on
Voting Pass
BEFORE
Ballot Replacement(s)

Back of Voting Pass

BALLOT REPLACEMENT

	1, 2	MDC	
Replacement (1 of 2)	Page(s) #	Election Board Official's Initials	Voter's Initials
Replacement (2 of 2)	Page(s) #	Election Board Official's Initials	Voter's Initials

[Number of Replacement Chances]

[Page #(s) to Be Replaced]

[Assistant Clerk's Initials]

REMINDER: THE VOTER IS ALLOWED ONLY TWO (2) BALLOT REPLACEMENTS.

ELECTION DAY – Ballot Replacement (Cont'd)



Notations on Voting Pass

AFTER

Ballot Replacement(s)

Back of Voting Pass

BALLOT REPLACEMENT			
Replacement (1 of 2)	1, 2	MDC	JD
	Page(s) #	Election Board Official's Initials	Voter's Initials
Replacement (2 of 2)			
	Page(s) #	Election Board Official's Initials	Voter's Initials

Red arrows point from the bottom legend to the corresponding fields in the form: from '1, 2' to the first replacement's page number, from 'MDC' to the first replacement's official initials, from 'JD' to the first replacement's voter initials, and from the second replacement's page number field to the second replacement's page number.

[Number of Replacement Chances]

[Page #(s) to Be Replaced]

[Assistant Clerk's Initials]

[Voter's Initials]

REMINDER: THE VOTER IS ALLOWED ONLY TWO (2) BALLOT REPLACEMENTS.



Optical Scan Inspector

1. Check the **back** of the voter's Voting Pass to ensure the voter initialed in the **Ballot Replacement** section.
2. Allow the voter to insert the new ballot page(s).
3. When all the pages have been accepted by the scanner, deposit the Voting Pass into the Voter Deposit Box.
4. Deposit the Privacy Folder and the pen into the Privacy Bin.
5. Offer the voter an "I Voted" sticker and say, "Thank you for voting!"

ELECTION DAY – Vote-by-Mail Ballots



Vote-by-Mail Ballots

[Formerly: Absentee Ballots (ABs)]

Voters may **NOT** drop off Vote-by-Mail Ballots at the polling room on Election Day.

Vote-by-Mail Ballots may be dropped off, **before 7 PM**, at either:

**Elections Department
2700 NW 87th Ave
Doral, FL 33172**

**Stephen P. Clark Building
111 N.W. 1st Street
Miami, FL 33128**

At the precinct, voters may elect to surrender their Vote by Mail Ballot to the Clerk and vote in person.

ELECTION DAY – Vote by Mail Ballots (Cont'd)



It is illegal to:

- Vote in person and by Vote-by-Mail at any election
- Cast more than one (1) ballot in any election
- Help others who violate this code
(F.S. 104.17, 104.18, 104.091)

ELECTION DAY – Vote by Mail Ballots (Cont'd)



If the EViD displays “Voter has been mailed a ballot,” and
the voter has the ballot:

- The **Clerk** will verify the voter’s current and valid, picture and signature ID that was presented
- If the Vote-by-Mail Ballot is for someone other than the voter, the Clerk **cannot accept it!**
- The Clerk will write the word “CANCELED” on the Vote-by-Mail Ballot envelope and place it into the manila envelope labeled “**Canceled Vote-by-Mail Ballots**”
- Using the ID that was presented by the voter, the **EViD Inspector** will then access the voter’s information on the EViD; follow the regular EViD Check-In procedures, and issue the voter a Voting Pass

ELECTION DAY – Vote by Mail Ballots (Cont'd)



If the EViD displays “Voter has been mailed a ballot,”
and the voter does not have the ballot:

- There is **No Need** to contact the Clerk or Elections Central to give permission to Check-In this voter. **This voter will be issued a regular ballot**
- Once the voter has been processed in the EViD, the Elections Department will be automatically alerted that this voter has been issued a regular ballot at the precinct; therefore, the Vote-by-Mail Ballot that was originally sent to the voter will be rejected

ELECTION DAY – Vote by Mail Ballots (Cont'd)



If the voter has already voted using a Vote-by-Mail Ballot or during Early Voting, the EViD will display the following message:

A screenshot of a software interface titled 'Issue Provisional Ballot?'. The text on the screen reads: 'John Doe is eligible for this election but is flagged as having already voted. Do you wish to issue this voter a provisional ballot?'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'No' button is circled in red, and a red arrow points to it from the right. In the bottom left corner, it says 'Message 92'.

- Notify the voter of the message that is displayed on the EViD. If the voter acknowledges that the Vote-by-Mail Ballot was returned to the Elections Department or that he/she voted at an Early Voting site, then Press “No.” **Do not issue this voter a Provisional Ballot**
- However, if the voter refutes the fact that the Vote-by-Mail Ballot was returned or they did not vote at an Early Voting site, press “No” to exit the screen. Refer the voter to the ES to contact Election Central to verify the voter’s record
- If Election Central confirms that the voter has already voted, and the voter continues to insist they are eligible to vote, then the voter must be issued a Provisional Ballot. The ES will then select the corresponding reason on the voter’s Provisional Ballot envelope/certificate

Americans with Disabilities Act (ADA)



- The ADA is a federal civil rights law that prohibits discrimination against people with disabilities in every-day activities
- Many voters have special needs and are concerned with how we address those needs at the polling place
- Any voter requesting assistance is entitled to receive it, regardless of reason
- If you are not sure what to do for a voter with special needs, just ask
- **Never ask why** the voter needs help
- If the voter has an assistant, talk to the voter, not to the assistant

Americans with Disabilities Act (ADA) (Cont'd)



What is a disability?

A physical or mental impairment that substantially limits one (1) or more of the major life activities of an individual

What is a major life activity?

- Breathing
- Walking
- Hearing
- Speaking
- Learning
- Seeing
- Self-Care
- Working
- Performing Manual Tasks

Americans with Disabilities Act (ADA) (Cont'd)



Common Misconceptions

- Society must take care of people with disabilities
- People with disabilities are brave (“Superhero” concept)
- People with disabilities have sad lives, and we should feel sorry for them
- People with disabilities are sick, hurting, fragile, and unintelligent
- People with disabilities are extremely sensitive and do not like to talk about their disabilities

General Guidelines

- If it appears that an individual may need some assistance, approach the person and ask how you can help
- Do not insist upon providing assistance; **use common sense**
- Always speak directly to the person with a disability, not through a third party
- Treat the individual with respect
- Be patient and polite

Americans with Disabilities Act (ADA) (Cont'd)



Mobility-Impaired

- Do not push a person in a wheelchair without permission
- Make sure there is a clear path from the parking lot and in the polling room
- When talking to someone in a wheelchair, stand back a few steps so the person can avoid neck-strain when looking up

General Assistance

- No one is ENTITLED to cut to the front of the line
- Be on the lookout for voters who may have a hard time standing in line; offer a place to sit inside the polling room, with the additional chairs provided, until the voter's turn to vote comes up

Americans with Disabilities Act (ADA) (Cont'd)



Deaf or Hard-of-Hearing

- Speak clearly, with your face unobstructed
- If you have difficulty understanding someone's speech, politely let the voter know
- It may be helpful to use gestures, or to write down what you are trying to say

Blind or Visually Impaired

- Be prepared to offer assistance
- Say hello and identify yourself and your role
- Do not shout
- Do not grab or pull the voter
- Offer your arm to guide the voter
- Remember that guide dogs are working dogs, not pets

Americans with Disabilities Act (ADA) (Cont'd)



Service Animals (legally, just dogs)

- Alert people to sound
- Navigate
- Pull wheelchairs; carry items
- Assist with balance
- Detect seizure
- Are not pets
- Do not require a license
- Not always wearing a harness

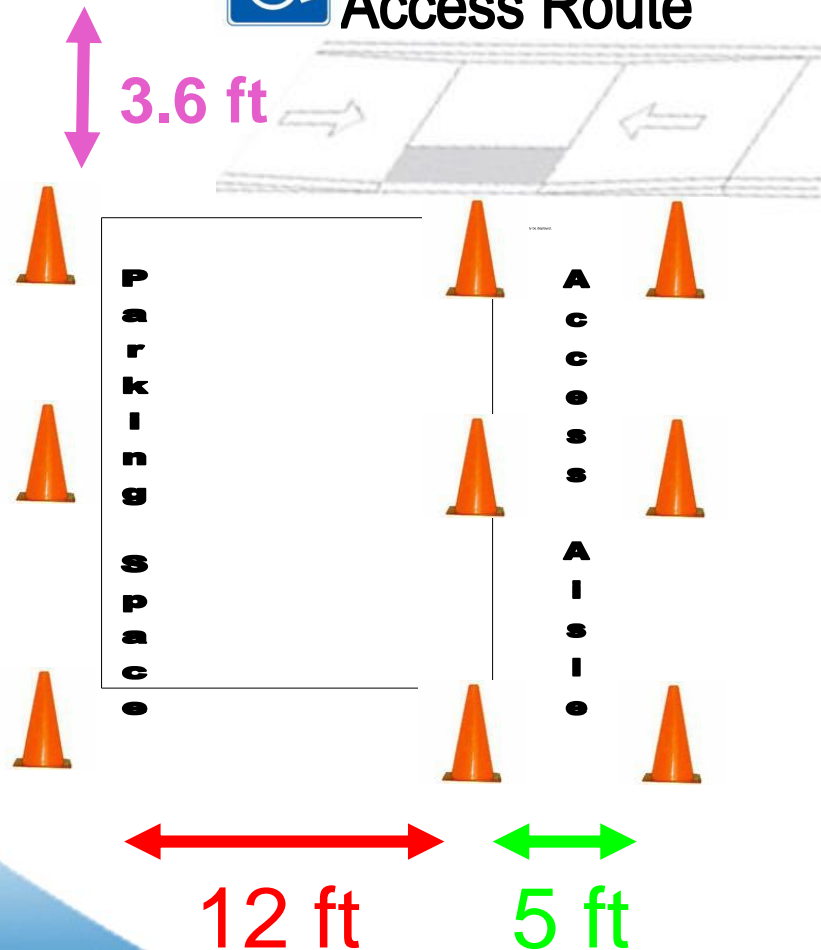
Guidelines

- If you notice that a person seems confused by written instructions, ask if they want you to read the instructions
- If you do not understand what someone is saying, do not pretend you understand
- Ask the person to repeat what they said

Americans with Disabilities Act (ADA) (Cont'd)



Access Route



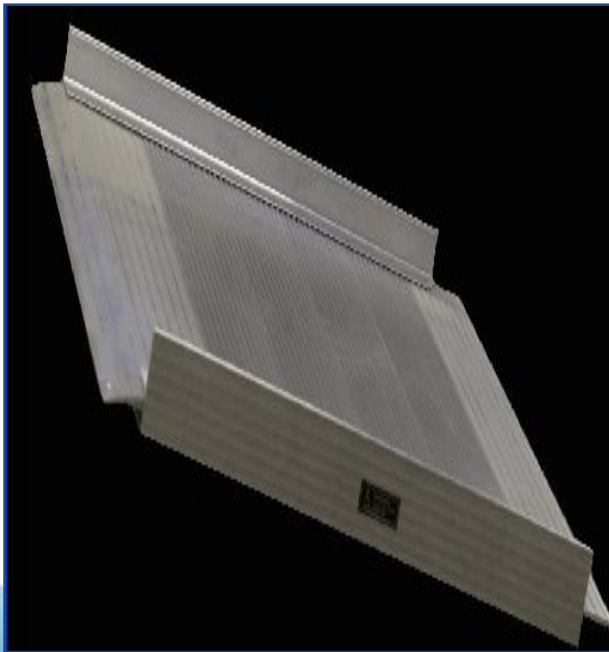
- All polling places will be accessible to persons with disabilities
- This includes disabled parking and an unobstructed path to the polling room
- When instructed by the Clerk, the Poll Deputy installs temporary wheelchair ramps and marks off temporary disabled parking spaces



Americans with Disabilities Act (ADA) (Cont'd)



- The Poll Deputy installs all required ADA ramps
- Examples of temporary ADA ramps shown below



Americans with Disabilities Act (ADA) (Cont'd)

Declaration to Secure Assistance



MIAMI COUNTY

DECLARATION TO SECURE ASSISTANCE
(Section 101.051(4) Florida Statutes)

VOTER INFORMATION:

DOB: ____/____/____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

Date: _____
Pct./Site # _____

I, _____, swear or affirm that I am a registered elector and request assistance from:
(Print Name) _____ (Print Name) _____
in voting at the _____ held on _____
(Name of Election) (Date of Election)

SWORN AND SUBSCRIBED TO BEFORE ME
THIS ____ DAY OF _____, 20____.
(Signature of Voter)

(Signature of Official Administering Oath)

DECLARACIÓN PARA OBTENER ASISTENCIA
(Sección 101.051(4) de los Estatutos de la Florida)

ESTADO DE LA FLORIDA
CONDADO DE MIAMI-DADE

Fecha: _____
Recinto/Centro # _____

Yo, _____, juro o afirmo que soy un elector inscrito y que requiero la asistencia de:
(Escribir con letra de molde el nombre y el apellido) _____ (Escribir con letra de molde el nombre y el apellido) _____
para votar en la _____ que se celebrará el _____
(Nombre de la elección) (Fecha de la elección)

JURADO Y SUSCRITO ANTE MÍ
EL DÍA ____ DEL MES DE _____, 20____.
(Firma del elector)

(Firma del funcionario que administra el juramento)

AVI POU NOU MANDE ËD POU NOU VOTE
(Seksyon 101.051(4) kòd Lalwa Florid yo)

LETA FLORID
KONTE MIAMI-DADE

Dat: _____
Biwo Vòt/Anplasman # _____

Mwen, _____, jire oswa afime ke mwen se yon votè ki anrejistre e ki bezwen èd nan men:
(Ekri non an ak gwo lèt) _____ (Ekri non an ak gwo lèt) _____
pou vote nan _____ kap fèt le _____
(Non Eleksyon an) (Dat Eleksyon an)

JIRE E ENSKRİ DEVAN MWEN
JOU ____ MWA ____ 20____.
(Siyati Votè an)

(Siyati Ofisyèl Responsab lan)

138_01-1 10/05

MIAMI-DADE COUNTY

DECLARATION TO SECURE ASSISTANCE
(Section 101.051(4) Florida Statutes)

VOTER INFORMATION:
11706444
DOB: **01/01/1948**

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

Date: _____
Pct./Site # **001**

I, **Martha Perez**, swear or affirm that I am a registered elector and request assistance from:
(Print Name) (Print Name)
Roberto Perez
(Print Name) _____ (Print Name) _____
in voting at the **Primary** held on **08/30/16**
(Name of Election) (Date of Election)

SWORN AND SUBSCRIBED TO BEFORE ME
THIS **30th** DAY OF **August**, 20 **16**.
Martha Perez
(Signature of Voter)

Jane Clerk
(Signature of Official Administering Oath)

Declaration is not needed if:

- It says Assistance Requested on the EViD
- The helper is a minor (under 18 years of age)

If the voter is unable to complete or sign the form, you may complete it and print the voter's name.

File completed forms in the Document Folder.

Americans with Disabilities Act (ADA) (Cont'd)

Declaration to Provide Assistance



DECLARATION TO PROVIDE ASSISTANCE

(Section 101.051(5), Florida Statutes)

State of Florida, County of Miami-Dade Date: _____ Precinct/Site # _____

I, _____, have been requested by _____
(Print name) (Print name of elector needing assistance)

to provide him or her with assistance to vote. I swear or affirm that I am not the employer, an agent of the employer, or an officer or agent of the union of the voter and that I have not solicited this voter at the polling place or early voting site or within 100 feet of such locations in an effort to provide assistance.

SWORN AND SUBSCRIBED TO BEFORE ME
THIS ____ DAY OF _____, 20 ____.

(Signature of Official Administering Oath)

(Signature of assistor)

DECLARACIÓN PARA PRESTAR ASISTENCIA

(Sección 101.051(5) de los Estatutos de la Florida)

Estado de la Florida, Condado de Miami-Dade Fecha: _____ Recinto/Centro # _____

A mí, _____ me ha pedido
(Nombre en letra de molde de la persona que presta la asistencia) (Nombre en letra de molde de la persona que necesita asistencia)

que le ayude a votar. Juro o afirmo que no soy el empleador, un agente del empleador ni un funcionario o agente del sindicato del elector y que no le he pedido prestarle asistencia a este elector en el centro de votación, en el centro de votación anticipada ni a 100 pies de distancia de dichas ubicaciones.

JURADO Y SUSCRITO ANTE MÍ
ESTE DÍA ____ DEL MES DE _____ DEL 20 ____.

(Firma del funcionario que administra el juramento)

(Firma de la persona que presta la asistencia)

DEKLARASYON POU EDE VOTE

(Seksyon 101.051(5), Lwa Florid)

Eta Florid, Konte Miami-Dade Dat: _____ Biwo Vòt/Anplasman# _____

Se mwenmenm _____, ke _____
(Ekri an gwo lèt non moun kap ede votè an) (Ekri an gwo lèt non votè kap mande ed la)

mande mwen ede li vote. Mwen jire oswa afime ke mwen pa patron li, yon reprezantan patron li, oswa ofisyèl oswa ajan sendika votè an epi mwen pat pwochè votè an nan biwo vòt la oswa toupre lokal pou vote pi bonè an, oswa 100 pye de lokal sa yo pou mwen te ofri ede li.

SÈMANTE EPI ENSKRI DEVAN MWEN
JOU ____ MWAD _____, 20 ____.

(Siyati Ofisyèl Kap Asepte Sèman an)

(Siyati moun kap ede votè an)

138_01-2 2006



DECLARATION TO PROVIDE ASSISTANCE

(Section 101.051(5), Florida Statutes)

State of Florida, County of Miami-Dade Date: **08/30/2016** Precinct/Site # **001**

I, **Roberto Perez**, have been requested by **Martha Perez**
(Print name) (Print name of elector needing assistance)

to provide him or her with assistance to vote. I swear or affirm that I am not the employer, an agent of the employer, or an officer or agent of the union of the voter and that I have not solicited this voter at the polling place or early voting site or within 100 feet of such locations in an effort to provide assistance.

SWORN AND SUBSCRIBED TO BEFORE ME
THIS **30th** DAY OF **August**, 20 **16**.

Jane Clerk
(Signature of Official Administering Oath)

Roberto Perez
(Signature of assistor)

Declaration is not needed if:

- The helpers are members of the Board
- The helper is a minor (under 18 years of age)

The helper cannot be the employer, agent of the employer, or officer or agent of the union of the voter, or have solicited the voter within 100 feet of the polling place.

File completed forms in the Document Folder.

Americans with Disabilities Act (ADA) (Cont'd)



Summary

- Be sensitive to someone else's needs
- Make accommodations when and where you can
- Be patient and considerate
- Do not be afraid to ask questions

ELECTION DAY



Emergency Situations

- Before the polls open, the Clerk needs to designate a rally point outside the polling place
- Power outage – call Election Central
- Medical emergency – call 911 (heart attack, labor, etc.)
- Police incident – call 911 (physical altercation, etc.)

Call 911 first, then call Election Central to report the incident

ELECTION DAY



Customer Service

- You represent Miami-Dade County today
- **Dress comfortably yet professionally**
- Wear your name tag where it is easily seen
- Always greet the voter with a smile
- Manage the flow of voters inside the polling room
- Mark “Wait Here” spots
- Be aware of lines and delays – explain that these are temporary and the voter will soon be on his or her way
- When sending a voter to another table, explain why:

“Please go to the next table where you can pick up your ballot”

“Please see the ES so we can update your address”

ELECTION DAY



Working with People – Useful tips:

1. Always start with a positive response
2. Always try to help
3. Try not to worsen the situation
4. Remember you are a team working toward a common good – to assist voters

AFTER THE POLLS CLOSE



- At 7 PM the Clerk announces “The Polls Are Closed,” and if there are voters in line, directs the Deputy to stand behind the last voter. This is your last voter, by State law. (F.S.100.011)
- After the last voter has left the polling room, the Clerk assigns closing tasks to the Inspectors and the Deputy
- The Elections Specialist gathers the election results and is **the first person to leave**
- **When all tasks have been completed, the Clerk dismisses everyone, and he/she is the person designated to stay behind**
- The Clerk stays in the polling room until dismissed by the ES. The Clerk will ensure this he/she has a working phone and the telephone number for Election Central in case the ES forgets to call



Clerk/Assistant Clerk Training



MONDAY AFTERNOON



Administrative Trouble Shooter (ATS)

- Is a representative of the Supervisor of Elections
- Available to assist the Clerk
- Wears name tag at all times
- Brings last-minute items such as special instructions, etc.
- Is expected to visit precincts during Monday setup and throughout Election Day
- Is dispatched to the precinct if there is a problem situation

Elections Specialist (ES)

- In charge of electronic voting equipment (setup, opening/closing, troubleshooting, etc.)
- Completes Affirmations
- Completes Provisional Ballots
- Activates iVotronic ballot for voters
- Transmits results from the precinct
- Returns required items to Collection Center

MONDAY AFTERNOON

Elections Specialist Brings:



- Document Folder
- Poll Workers' Payroll
- Parking Passes *(if needed)*
- Poll Watchers' List
- EViD Media Bag
- Ballot Replacement Labels

- Wait Time Indicators' Envelope
- Affirmations'/Election Day Voter Certificates' Envelope
- Packet(s) of Election Day Voter Certificates



MONDAY AFTERNOON



The Document Folder

Contains the following:



- A. Telephone Information Sheet
- B. Checklists
- C. Oath
- D. Certificates and Forms
- E. Polling Place Layout
- F. Other - Special Instructions
- G. Poll Watchers' Information
- H. Precinct Supply Checklist
- I. Completed Declarations
(to Secure/Provide Assistance)
- J. Clerk's Evaluations of Poll Workers
- K. Precinct Accident/Illness Report
- L. Election Day Voter Certificates

MONDAY AFTERNOON



Election Central

- Telephone “hotline” open Monday afternoon and all day Election Day
- A help-line for the Clerk to get advice, report problems, check on voter status, etc.
- Note that voters DO NOT call this number. Voters call (305) 499-VOTE

MONDAY AFTERNOON

Ballot Transport Cart



**4-Digit Combination
Pad Lock**



**Precinct
645**

Election Day



Ballot Boxes

White Label =
Regular Ballots



Green Label =
Provisional Ballots

Election Day

Ballot Boxes (Cont'd)

Ballot Box Labels



PCT: _____ **BOX** _____ of _____

Election Name: _____

Date: ____ / ____ / ____

Ballot Quantity: 900

OSVE Serial #: _____

Ballot Container Seal #: _____

ES Signature: _____ **Print Name:** _____

Clerk Signature: _____ **Print Name:** _____

Tech Signature: _____ **Print Name:** _____

***Match to GSA Box* 009.0-_ 100_010F-2_G002_IP-120501-9**

Property of Miami-Dade Elections-May 01 Surfside Special Elect 2700 NW 87th Ave, Doral FL

Miami – Dade County Elections

Box 1 of 2

Total 1900

Precinct 009 G002 120501

009.0-_ 100_010F-2_G002_IP-120501-9

Boxed on 8/10/2016 9 Packs 100 Sets/Pack

Monday Afternoon Setup



Clerk's Kit



Activator Case



iVo -
PEB (1)



OSVE
Keys (2)

Elections Specialist (ES) Box



EViD Media Bag



EViD
Thumb
Drives
(2)



EViD
Security
Cards (2)



EViD MiFi (1)



EViD MiFi
USB Cable
(1)

Monday Afternoon Setup



Electronic Voter Identification (EViD) System



Monday Afternoon Setup



Optical Scan Voting Equipment (OSVE)



MONDAY AFTERNOON



Certificate of Security

- Multiple precincts complete one (1) form for all precincts
- Complete Monday afternoon portion of the form
- Organize and count ballot boxes by precinct number
- File in Document Folder

MIAMI-DADE COUNTY		CERTIFICATE OF SECURITY					
Election		ELECTION TYPE		Election Date		ACTUAL DATE OF ELECTION	
WE, the undersigned Clerk/Assistant Clerk and Elections Specialist of the voting precinct(s) listed below, in the County of Miami-Dade, State of Florida, do HEREBY CERTIFY that the following statements are true in all respects:							
Ballot Transport Cart was locked:							
Monday Afternoon Before Opening		Monday Afternoon After Verifying all Items and Repacking		Tuesday Morning		Tuesday Night	
YES NO		YES NO		YES NO		YES NO	
After opening on Monday Afternoon, the Ballot Transport Cart contained the following:							
<ul style="list-style-type: none"> Provisional Ballot Box(es) containing Provisional Ballot Bag, Provisional Ballots, Provisional Ballot Log, Optical Scan and Touch Screen Provisional Ballot Certificates and Secrecy Envelopes Activator Case(s) containing PEB and OSVE(s) keys 							
CALL ELECTION CENTRAL IMMEDIATELY IF ANY ITEMS ARE MISSING OR INCORRECT							
Clerk and ES have compared one ballot from each ballot style to the zero tape(s) of each voting equipment on MONDAY AFTERNOON							
Voter Deposit Box was sealed before 7 AM on Tuesday Morning							
Seal No. _____							
After opening terminals and zero tapes have been printed:							
iVotronic:							
Precinct No(s).	iVotronic Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night	
321, 322	V211588	0	00055895	YES NO			
Optical Scan Voting Equipment:							EVIDs:
Precinct No.	OSVE Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night	Serial Number
321	ES10736094	0	00055896	YES NO			CE-13B02102062
322	ES10736621	0	00055897	YES NO			CE-13B02102063
				YES NO			
				YES NO			
				YES NO			
				YES NO			
				YES NO			
Total number of Spoiled Ballots: _____ Results Bag Seal No.: _____ Provisional Ballot Bag Seal No.: _____							
Clerk/Assistant Clerk:				Elections Specialist:			
Print Name		Signature		Print Name		Signature	

07/31/2015

MONDAY AFTERNOON



- After the voting equipment is sealed, the Clerk and ES compare the ballot(s) for each precinct/party against the corresponding zero tapes from the OSVE and iVotronic
- Mark those ballots “SPOILED” and place them in the “Spoiled Ballot” box
- **NEVER INSERT A “SPOILED” BALLOT INTO AN OSVE**
- Call Election Central from the precinct’s landline when setup is complete and you are ready to leave. Confirm whether or not a “9” had to be dialed when placing the call and inform ES
- **Do not** take any equipment or supplies home

TUESDAY MORNING



Certificate of Security

- Clerk and ES, together, complete the Tuesday morning portion of form
- File in Document Folder

MIAMI-DADE COUNTY		CERTIFICATE OF SECURITY				
Election		ELECTION TYPE		Election Date		
				ACTUAL DATE OF ELECTION		
WE, the undersigned Clerk/Assistant Clerk and Elections Specialist of the voting precinct(s) listed below, in the County of Miami-Dade, State of Florida, do HEREBY CERTIFY that the following statements are true in all respects:						
Ballot Transport Cart was locked:						
Monday Afternoon Before Opening	YES	NO	Monday Afternoon After Verifying all Items and Repacking	YES	NO	
				Tuesday Morning	YES	
				NO		
				Tuesday Night	YES	
				NO		
After opening on Monday Afternoon, the Ballot Transport Cart contained the following:						
<ul style="list-style-type: none"> Provisional Ballot Box(es) containing Provisional Ballot Bag, Provisional Ballot Log, Optical Scan and Touch Screen Provisional Ballot Certificates and Secrecy Envelopes Activator Case(s) containing PEB and OSVE(s) keys 						
CALL ELECTION CENTRAL IMMEDIATELY IF ANY ITEMS ARE MISSING OR INCORRECT						
Clerk and ES have compared one ballot from each ballot style to the zero tape(s) of each voting equipment on MONDAY AFTERNOON						
Voter Deposit Box was sealed before 7 AM on Tuesday Morning						
Seal No. 00055898						
After opening terminals and zero tapes have been printed:						
iVotronic:						
Precinct No(s).	iVotronic Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night
321, 322	V211588	0	00055895	YES	0	
Optical Scan Voting Equipment:						
Precinct No.	OSVE Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night
321	ES10736094	0	00055896	YES	0	
322	ES10736621	0	00055897	YES	0	
				YES		
				YES		
				YES		
				YES		
				YES		
				YES		
EVIDs:						
Serial Number	Public Count on Tuesday Morning	Public Count on Tuesday Night				
CE-13B02102062	0					
CE-13B02102063	0					
Total number of Spoiled Ballots: _____ Results Bag Seal No.: _____ Provisional Ballot Bag Seal No.: _____						
Clerk/Assistant Clerk: _____ Elections Specialist: _____						
Print Name		Signature		Print Name		Signature

07/31/2015

TUESDAY MORNING



REMINDERS:

- 1) Call Election Central to Notify that Polling Location is ready to receive voters
- 2) The Voter Deposit Box has been designated to hold the following:
 - Voting Passes
 - Provisional Ballots (*Optical Scan & Touchscreen*)
 - Emergency Ballots (*when there is no working scanner*)
 - Abandoned Ballots

POLL WATCHERS



- Each political committee, party and candidate may have one (1) Poll Watcher in a polling room at anytime during an election
- **One (1)** Poll Watcher per committee, party or candidate **at the same time**
- Poll Watchers' names will appear on the "Approved Poll Watcher Designation List" located in the Document Folder
- Poll Watchers play an important role in an election. Welcome them; treat them respectfully; make sure they follow the rules; call Election Central with any issues

POLL WATCHERS (Cont'd)



- Give their name and show photo ID to the Clerk for verification on the Approved Poll Watchers list
- Wear the badges issued by the Elections Department
- Are allowed to watch and observe the conduct of the voters and the officials, but may not walk around the voting area
- Inform the Clerk if they wish to challenge a voter's right to vote. (Poll Watcher completes "Oath of Person Entering Challenge of Elector" and the Clerk follows the challenged voter procedure). The Clerk will call Election Central for assistance
- Inform the Clerk if they see or hear anything they believe does not comply with election laws

POLL WATCHERS (Cont'd)



Poll Watchers may not:

- Interact with or provide assistance to voters
- Take radios, TVs or newspapers into the polling room
- Use the precinct phone
- Wear or display any political party, candidate's name or other pertinent campaign material
- Obstruct the orderly conduct of the election
- Come closer to the officials' table or the voting booths than is reasonably necessary to perform their duties (F.S. 101.131)

POLL WATCHERS (Cont'd)



Use this list to:

- Verify that Poll Watcher is approved
- There is only one (1) Poll Watcher per candidate or party in the polling place at the same time

APPROVED POLL WATCHER DESIGNATION LIST FOR ELECTION DAY (TRAINING EXAMPLE)

**General Election
November 8, 2016**

State Law now allows all approved Poll Watchers to enter and view the electoral process in all polling rooms/early voting areas within the county so long as each candidate or political committee only has one watcher in the polling place at any one time.

Specific times are no longer assigned to Poll Watchers and therefore, at the time of check-in, the Clerk must verify that no other Poll Watcher for the same candidate or political committee is in the room and ensure only one Poll Watcher is present to observe.

Name of Candidate or Political Party Represented	Name of person designated as a poll watcher*		Poll Watcher's Voter Information # or Date of Birth	Time in	Time out
	Last Name	First Name			
John Jones	Iglesias	Juan	05/18/1969		
Maria Smith	Blaino	Maritza	11/02/1952		
Maria Smith	Calcine	Francis	04/16/1979		
Maria Smith	Carrera	Margarita	06/11/1954		
Maria Smith	Del Puente	James	09/18/1971		
Maria Smith	Fulton	Ida	10/11/1954		
Maria Smith	Deluzy	Martine	10/02/1959		
Maria Smith	Martinez	Angelica	01/13/1951		
Maria Smith	Martinez	Luis	04/18/1977		
Maria Smith	Martinez – Mas	Agnes	05/30/1975		
Maria Smith	Milton	Mary	10/15/1955		
Maria Smith	Morales	Juan	02/02/1966		
Maria Smith	Rodriguez	Carlos	11/10/1948		
Maria Smith	Sanseans	Jenny	03/11/1981		
Maria Smith	Silva	Joao	02/21/1958		
Juan Perez	Lopez	Barbie	08/29/1975		
Mary Gonzalez	Segundo	Carlos	11/16/1961		
Mary Gonzalez	Segundo	Julian	10/10/1962		
Mary Gonzalez	Deporte	Jean-Claude	09/10/1961		

INCIDENT REPORT LOG



- Find the Incident Report Log in the Document Folder
- Record precinct #, election and election date
- Record the voter's name and ID #
- Record the reason using Reason Codes listed below
- If using Reason Code 4, use comment area for explanation
- Print and sign (Clerk and ES)

Complete this document during the day to record any incidents that will affect the Public Count



INCIDENT REPORT LOG

Precinct # 321, 322 Election: ELECTION TYPE Election Date: ACTUAL DATE OF ELECTION

WE, the undersigned Clerk/Assistant Clerk and Elections Specialist of this voting precinct in the County of Miami-Dade, State of Florida, do HEREBY CERTIFY that the following statements are true in all respects.

VOTERS NAME	VOTER ID	REASON	COMMENTS

REASON CODES:

1. VOTER REFUSED TO VOTE AFTER BEING ISSUED A VOTING PASS
2. VOTER REFUSED TO VOTE AFTER BEING ISSUED A BALLOT
3. CASTING OR CANCELING OF A BALLOT
4. OTHER: COMMENT MUST BE WRITTEN

John Smith
Clerk/Assistant/Clerk Print Name

John Smith
Clerk/Assistant/Clerk Signature


Jane Jones
Elections Specialist Print Name

Jane Jones
Elections Specialist Signature

ACCIDENT/ILLNESS REPORT LOG



- Find blank copies of this report in the Document Folder
- Complete this report anytime there is an accident or illness in the polling room
- File completed reports in the Document Folder


PRECINCT ACCIDENT/ILLNESS REPORT

Precinct # _____ Election: _____ Election Date: _____

WE, the undersigned Clerk/Assistant Clerk and Elections Specialist of this voting precinct in the County of Miami-Dade, State of Florida, do HEREBY CERTIFY that the following statements are true in all respects.

NAME OF PERSON INJURED/ILL: _____ Voter ID #: _____

Print

Was 911 called? ____ Yes ____ No Was person taken to the hospital? ____ Yes ____ No

Please explain incident:

CLERK/ASSISTANT CLERK: _____ ELECTIONS SPECIALIST: _____

Print Name

Signature

Rev. 8/9/2012

Managing Your Team



Board Letter

- Mailed to Clerk's home address about five (5) days before the election
- Contains personal and contact information on personnel assigned to precinct
- Clerk is encouraged to contact all poll workers, remind them of precinct location and reporting time, and to report any scheduling problems to Poll Workers section as soon as possible
- Those poll workers identified on the Board List as EViD Inspectors must be assigned to that specific role

Payroll

- We want everyone who worked to get paid
- There is a payroll for Monday setup and one for Election Day
- Clerk circulates payroll so everyone can sign it
- Clerk may receive a "Payroll Confirmation Number" when calling Election Central Monday afternoon and Tuesday evening
- Never add a Poll Worker to the payroll without Poll Workers' section approval

Managing Your Team



- Work closely and courteously with the ES and determine who will head to collection with the voted ballot bins and ES Box. You will need each other's help
- Try to match Inspectors' abilities to their assigned tasks
- Try to pair up new Inspectors with experienced ones
- Help out (as much as possible) Inspectors having difficulty performing their job
- Evaluate Inspectors who you think are ready to be Assistant Clerks or Clerks and, also, those you know are not fulfilling the job expectations
- It's a long day; try to keep the "team spirit" up and everyone focused
- Communicate often with the Poll Deputy about the number of voters waiting in line. If the line of voters extends beyond the 100ft boundary, then evaluate where resources are needed most within the precinct. Redistribute your Inspectors accordingly. Call Election Central if the situation persists

TUESDAY NIGHT



After the Polls Close, Clerk & Assistant Clerk:

- Assign closing tasks to all Board Members
- Conduct a sweep of the polling room for left-behind, spoiled or unused ballots and Voting Passes
- Verify Voter Deposit Box has no Emergency Ballots
- The Inspectors, will pack-up the iVo and EViDs at the direction of the Clerk or Assistant Clerk
- Clerk or Assistant Clerk will assist the ES in the closing procedures and the preparation of the Orange Results Bag, Blue EVID Media Bag, and all other related materials needed to be transported to the Collection Center. Either Clerk or Assistant Clerk will be responsible for ensuring the ES leaves as soon as possible with the Orange Results Bag and Blue EVID Media Bag.
- On Tuesday morning, before the polls open, the Administrative Trouble Shooter (ATS) will confirm if the Clerk or the Assistant Clerk is going to the Collection Center.

A graphic featuring the text "BE ELECTION READY" in a bold, distressed, sans-serif font. The word "BE" is inside a circular logo with a red, white, and blue design. The text "ELECTION READY" is in black with a white outline and a distressed texture. The background is a dark, textured surface with a red and blue color scheme.

- Count Spoiled Ballots & Record on Form
- Print and sign (Clerk/Assistant Clerk and ES)
- Send to Collection Center with ES

113

Items Transported to the Collection Center



ITEMS TRANSPORTED BY THE ES:

- **Blue EViD Media Bag with the following contents:**
 - 1) EViD Thumb drive/Activator (2)
 - 2) MiFi (1) – *powered off*
 - 3) USB Cable (1)
 - 4) Security Card (2)
 - 5) Startup Ticket (Monday Afternoon) (1/EViD)
 - 6) Startup Ticket (Tuesday Morning) (1/EViD)
 - 7) Totals Ticket (Tuesday Morning) (1/EViD)
 - 8) Totals Ticket (Tuesday Night) (1/EViD)
- **Orange Results Bag containing the following:**
 - 1) **1st Clear Plastic Sleeve** containing (media only):
 - OSVE Thumb drive/Activator (1 *per OSVE*)
 - iVotronic Flash Card (1)
 - iVotronic/ Master PEB (1)
 - 2) **2nd Clear Plastic Sleeve** containing (tapes only)
 - Zero Tape (1 *per OSVE*)
 - Highlighted Results Tape (1 *per OSVE*)
 - iVotronic Zero Tape (1 *per iVo*)
 - iVotronic Results Tape (1 *per iVo*)

ITEMS TRANSPORTED TO THE COLLECTION CENTER BY THE CLERK/ASSISTANT CLERK OR ADMINISTRATIVE TROUBLE SHOOTER (ATS):

- **Voted Ballot Containers**
- **ES Box Containing the Following:**
- **Green, Used Provisional Ballot Bag containing the following:**
 - 1) Completed & Signed Provisional Ballot(s)
 - 2) Provisional Ballot Voting Pass(es) (1/*Provisional Ballot*)
 - 3) Completed/Signed Provisional Ballot Log
- **Poll Workers' Payroll**
- **Blue Envelope containing the following:**
 - 1) Certificate of Security
 - 2) Incident Report Log
- **Wait Time Indicators Envelope**
- **Completed Affirmations /Election Day Voter Certificate Envelope**
- **Cell Phone**

Items to Remain at Precinct & Locked Inside the BTC



Ballot Transport Cart (BTC) to contain the following items:

- **Clerk's Kit packed with –**
 - 1) *Activator Case containing OSVE keys*
 - 2) *Large, gray bag containing Voting Passes*
 - 3) *Document Folder*
- **Ballot Boxes containing all unused ballots**
- **Provisional Ballot Box containing all unused/spoiled Provisional Ballots**
- **Spoiled Ballot Box containing Note: Actual Number of Spoiled Ballots Counted spoiled ballots**

Undo Check-In



To undo a voter that was previously checked-in, do the following:

1. On the Home screen, press the **Previous Voter** button displaying that voter's name. The "Review Voter Information" screen will then appear.
2. Press the **Undo Check-in** button to undo the check-in. A ticket will then print out.
3. Fold the ticket voiding the check-in and the original Voting Pass together and place them inside the Voter Deposit Box.

NOTE: If you are undoing a check-in for a voter that was not the last voter checked-in, you must press the **Voter Info** button on the Home Screen. Once you are on the Manual Search Screen, input the voter's information and press **Search**. Get the Security Card from the ES to swipe it when requested. Proceed with steps 2 & 3 above.

This screenshot shows the 'Home' screen of the Ben Sheppard Elementary School system. At the top, it says 'Clerk Station (King) 5/12/2015 07:00:00 AM' and 'Ben Sheppard Elementary School 322'. The main instruction is 'Swipe ID Card or Search for Voter Button -Swipe Driver's License-'. There are several buttons: 'Search for Voter', 'No ID Provided', 'MDC Change Initials', 'Reset Sigpad', 'Exit', 'Messages', and 'Voter Info'. The 'Previous Voter' button, which displays 'Doe, John', is circled in red. A red arrow points from this button to the 'Undo Check-in' button on the next screen. At the bottom, it shows 'E00-13B01629' and 'Voting Passes: 1'.

This screenshot shows the 'Review Voter Information' screen for 'Doe, John'. It displays his registration number '110212395' and residence address '2730 W 62Nd Pl APT 201 Hialeah, FL 33016'. Below this, there is a table of personal information: Date of Birth (04/21/1994), Race (Multi-Racial), Driver's (D123456789012), Status/Reason (1(A) Active Voter), Gender (Male), Party (NPA), and Regn Date (Mar 16, 2004). A blue box indicates 'This Person Requires Assistance'. The 'Undo Check-in' button is circled in red. A red arrow points from this button to the 'Undo Check-in' button on the next screen. At the bottom, it shows 'E00-13B01629' and 'Voting Passes: 1'.

SPECIAL SITUATIONS

ELECTION DAY VOTER CERTIFICATE/ EMERGENCY VOTING PASS

Before using this document, please contact Administrative Procedures. Refer to the Telephone Information Sheet for the number to dial.

When you are unable to locate a voter using the EViD, the voter is sent to the Elections Specialist (ES) to determine their status. The ES will complete the Affirmation and contact Election Central - Voter Services area to determine the voter's eligibility.

If it is determined the voter is an Out of County Voter who is eligible to vote and is in the correct precinct, the representative from Voter Services will affect the address change.

If it is determined the voter is in the wrong precinct they will be given the Affirmation along with the number and address of the new precinct.

In the event your precinct has temporarily lost connectivity, the EViD Inspector will not see the address change reflected on their EViD.

In this case, the ES must complete the **Election Day Voter Certificate**.

The voter must sign the certificate which will be used as a Voting Pass and proceed to the ballot table to receive their ballot. The ES must attach the Affirmation to the **Election Day Voter Certificate**, and place both in the "Completed Affirmations Envelope" and not in the Voter Deposit Box.



MIAMI-DADE COUNTY NEEDS ASSISTANCE? YES ☐ Precinct #: _____ Political Party: _____
(NECESITA AYUDA? SI ☐ Precinct #: _____ Partido Político
BEZWEEN ASSISTANS WI ☐ Precinct #: _____ Parti Polnik

ELECTION DAY VOTER CERTIFICATE

I, _____, am a qualified elector in this election and registered voter of Miami-Dade County, Florida. I do solemnly swear or affirm that I am the person so listed on the voter registration rolls of Miami-Dade County and that I reside at the listed address. I understand that if I commit or attempt to commit fraud in connection with voting, vote a fraudulent ballot, or vote more than once in an election, I could be convicted of a felony of the third degree and both fined up to \$5,000 and imprisoned for up to 5 years. I understand that my failure to sign this certificate invalidates my ballot.

VOTACIÓN ANTICIPADA CERTIFICADO DEL ELECTOR

Yo, _____, soy un elector cualificado en esta elección e inscrito como tal en el Condado de Miami-Dade, Florida. Juro solemnemente o afirmo que soy la persona que consta en las listas de los electores inscritos del Condado de Miami-Dade y que resido en la dirección listada. Sé que se me pudiera encontrar culpable de un delito grave en tercer grado y tanto multar hasta por \$5,000 como privar de libertad hasta por 5 años si cometo o intento cometer un fraude en conexión con la votación, voto una boleta fraudulenta o voto más de una vez en una misma elección. Sé también que invalido mi boleta si no firmo este certificado.

VOTE PI BONÈ SÈTIFIKA VOTÈ

Mwen, _____, se youon votè kalifye pou eleksyon sa a epi mwen se youon votè enskri nan Konte Miami-Dade, Florid. Mwen fè sèman solanèl oswa mwen afime ke se byen mwen menm menm ki nan liv enkripsyon Konte Miami-Dade lan epi ke mwen abite nan adrès ki ekri pi ba la a. Mwen konprann ke si mwen fè oswa eseye fè youon manti ki rele fwòd nan ankenn koze vote, tankou vote youon fwa bilten, oswa vote plis ke youon grenn fwa nan youon eleksyon youon gen dwa kondane mwen kòm kriminèl ki komèt youon krim grav o twazyèm degre epi youon gen dwa fè mwen peye jiska \$5,000 amann ak jiska 5 an prizon. Mwen konprann ke si mwen pa ta siyen sètifikasyon sa a sa pral retire tout validite bilten mwen an.

Voter's Signature/Firma del elector/Siyati Votè an

Address/Dirección/Adrès

City, State/Ciudad, Estado/Vil, Eta

Voter's Registration Information #

Date

Polling Place #

Registrar

Poll Worker

NOTES:

Pages	Voter's Initials: _____	
BALLOT REPLACEMENT		
Page #	OSVE Inspector's Initials	Voter's Initials
Page #	OSVE Inspector's Initials	Voter's Initials

GLOSSARY



ACTION REQUIRED TICKET

A ticket printed by the EViD system that indicates that a voter is at the incorrect polling location. The output further displays the address of the voter's correct polling location.

ACTIVATOR (PEB)

The Personal Electronic Ballot (PEB) is a small plastic cartridge with an infrared eye, and is used to operate the iVotronic terminals.

ADMINISTRATIVE TROUBLESHOOTER (ATS)

The ATS is a person assigned to a number of precincts within a particular geographic area. This person responds to calls as needed.

AFFIRMATION/AFFIDAVIT

A legal document signed by the voter to update change of legal residence, name, and signature.

ALREADY VOTED VIA VOTE-BY-MAIL BALLOT

Designation in the EViD system indicating the voter's Vote-by-Mail Ballot was received by the Elections Department. This person has already voted.

ASSISTANT CLERK

The person assigned to support the Clerk of the precinct. The Assistant Clerk will help to oversee that the Poll Workers execute all assigned duties and responsibilities.

AMERICANS with DISABILITIES ACT (ADA)

Federal law which requires the Elections department to make reasonable accommodations in order to assist every voter with special needs in casting their ballot.

BALLOT CONTAINERS (BLUE/GRAY BINS)

Empty bins provided to each precinct to capture all voted ballots to be taken to the Collection Center.

BALLOT STYLE

Type of ballot issued for a specific voting area or for a specific party during a primary election DEM (DP), REP (RP), NPA (NP).

BOARD LIST

A list of poll workers assigned to work on Election Day that is mailed to the Clerk's home address.

CLERK

The person in charge of, and responsible for, overseeing the Poll Workers and ensuring that their duties and responsibilities are executed.

GLOSSARY



CLERK'S KIT

Luggage that contains the Activator Case, Document Folder, as well as various other Election Day supplies.

CLOSING TERMINALS

The process of using the Master Activator (PEB) to collect the votes from the iVotronic terminal(s) at the end of Election Day.

COLLECTION CENTER

An assigned location where Elections Specialists pick up materials prior to Election Day. Also, the location where the Elections Specialist must take results' material at the end of Election Day.

DOCUMENT FOLDER

Folder found in the Clerk's Kit containing administrative forms for Monday night and Election Day and other important information/instructions.

EARLY VOTING

Casting a ballot prior to Election Day at a location designated by the Supervisor of Elections.

ELECTION BOARD

The Clerk, Assistant Clerk and Inspectors working in a polling place on Election Day.

ELECTION CENTRAL

Elections Department employees available by phone to provide assistance to poll workers on Election Day.

ELECTION – GENERAL

An election involving all or most constituencies for choosing local, state or national candidates, or for voting on questions such as amendments regardless of voters party affiliation.

ELECTIONS SPECIALIST (ES)

The ES is an Elections Department representative assigned to a polling place on Election Day responsible for technical procedures.

EMERGENCY BALLOT

Voted ballots that cannot be scanned due to OPTICAL SCAN VOTING EQUIPMENT(OSVE) tabulator malfunctions. These ballots are temporarily placed inside the Voter Deposit Box.

GLOSSARY



EViD Media Bag

Small, blue bag used to organize all media associated with the EViD system (Security Cards, Air Card, Thumb Drives). This bag and its contents are placed in the orange Results Bag and transported to the Collections Center on Election Day at the close of the polls.

FLASH CARDS

Memory Cards which are placed in slots in the back portion of the iVotronic terminals. Flash cards upload data from the terminals' memory and record information in conjunction with the Activator (PEB).

FLORIDA STATUTE (F.S.)

Laws enacted by the Florida legislature.

INSPECTOR

Poll Worker who checks in voters, distributes ballots and assists with optical scan voting equipment.

IVOTRONIC TERMINAL

Touch screen voting device is one method used for voting in Miami-Dade County. Two Audio terminals are provided to each precinct on Election Day.

MASTER ACTIVATOR (PEB)

Blue Activator (PEB) used to open, close, and store voting results from the iVotronic terminals.

MiFi

A portable broadband device that allows multiple end users and mobile devices to share a 3G or 4G mobile broadband Internet connection and create an ad-hoc network.

MULTIPLE PRECINCT

Two(2) or more precincts that has a centralized check-in and are managed by the same Clerk, Assistant Clerk, Inspectors, Elections Specialist (ES) and Poll Deputy.

OPENING TERMINALS

The process of using the Master Activator (PEB) to open the iVotronic terminals in preparation for the opening of the polls on Election Day.

OPTICAL SCAN VOTING EQUIPMENT (OSVE)

Equipment used to scan and record the selections on the ballot page(s) on Election Day.

GLOSSARY



OSVE BIN

The Ballot Bin used to store voted ballots once they have been scanned by the OPTICAL SCAN VOTING EQUIPMENT during Election Day.

OSVE KEYS

A set of keys used to operate the OPTICAL SCAN VOTING EQUIPMENT. Silver Key opens the OPTICAL SCAN VOTING EQUIPMENT Ballot Bin and Black Key opens and closes the OPTICAL SCAN VOTING EQUIPMENT tabulator.

OPTICAL SCAN VOTING EQUIPMENT TABULATOR

Tabulates and records voted optical scan ballots during Election Day at the precinct.

PAYROLL

A list of all personnel assigned to work at a specific precinct. The Clerk ensures accuracy of the Monday Night Setup Payroll and the Election Day Payroll. Payrolls must be signed by all poll workers, and each sheet should have payroll confirmation numbers.

POLL DEPUTY

Person responsible for maintaining the 100ft No Solicitation Zone & order outside the polling place. This person is not a member of the Election Board, but is still subject to the lawful commands of the Clerk or Assistant Clerk.

POLLING PLACE

The building which contains the polling room where ballots are cast.

POLL WATCHER

Person designated by a candidate, political committee, or political party to observe the conduct of voters and poll workers on Election Day.

PRECINCT(S)

A voting area pre-designated for voters that has specific boundaries established for election administration purposes.

PROVISIONAL BALLOT

A special ballot used when the voter's eligibility cannot be determined at the precinct and it will be determined after the election by the Canvassing Board. Voters are given a paper (Optical Scan) ballot unless they specifically request to vote on the iVotronic.

PROVISIONAL BALLOT BOX

Ballot box marked with green label used to identify Provisional Ballots for a specific precinct.

GLOSSARY



RESULTS BAG

Orange bag used to transport voting results to the Collection Center by the Elections Specialist.

RESULTS TAPE

Printout that lists all the iVotronic terminals and OPTICAL SCAN VOTING EQUIPMENT tabulators that were opened and closed in a polling place, and a tally of their results.

SAMPLE BALLOT

Printed facsimile of actual ballot for a specific election produced in English, Spanish and Creole, and advertised in various local periodicals prior to the election. It may also be mailed to voters, who are allowed to bring it into the polling place for their own use.

STAND-BY

Additional Poll Workers hired and trained to be available to work, if needed, on Election Day.

STARTUP TICKET

A ticket generated by the EViD indicating polling location information, number of Voting Passes generated and other system configuration information.

SUPERVISOR OF ELECTIONS

The chief election officer in the County who is legally responsible for the administration and operation of an election and compliance of all federal, state, and local election laws, procedures and policies. The Supervisor is the final authority on issues of election administration, procedures and questions of voter eligibility.

TECHNICAL ROVER (TR)

The TR is a person assigned to a number of precincts within a particular geographic area who responds to calls as needed. The TR is computer proficient and fully trained on all aspects of the iVotronic and OSVE, including opening, closing and the highest level of troubleshooting.

THUMB DRIVE

A small, portable hard drive that is placed into the USB port of the OPTICAL SCAN VOTING EQUIPMENT (OSVE) tabulator. It contains programmed election information and uploads data from the OPTICAL SCAN VOTING EQUIPMENT. Includes election results.

GLOSSARY



VOTE-BY-MAIL BALLOT [FORMERLY: ABSENTEE BALLOT (AB)]

A paper ballot marked and mailed in by a voter in advance of Election Day.

VOTE-BY-MAIL BALLOT MAILED/ISSUED

Designation in the Electronic Voter Identification (EViD) system indicating that the voter was mailed or issued an Vote-by-Mail Ballot.

VOTED EARLY

Designation in the EViD system indicating that the voter has already voted at an early voting site.

VOTER DEPOSIT BOX

Black supply bin that is transformed on Election Day to store Voting Passes (Voter Authorization Slips – Only in Emergency Mode), Provisional Ballots, abandoned ballots, and possibly, Emergency Ballots during Election Day. This bin is sealed before the polls open, and remains sealed throughout Election Day.

VOTER INFORMATION CARD

A card that is mailed to a voter at their residential address and contains the voter's name, address, party affiliation, Voter Registration number, precinct number, polling place location and district designations.

VOTING PASS

A slip that is printed by the EViD for a voter that has successfully checked-in. The output contains the voter's name, address, party affiliation, Voter Registration number, precinct number and ballot style.

ZERO TAPE

Printout from the iVotronic(s) and Optical Scan Voting Equipment(s) that were opened at a precinct. The output displays a zero (0) count for all races.



The mission of the Elections Department is to ensure that elections are free, fair, accurate, convenient, transparent, and accessible to all voters throughout Miami-Dade County. Your involvement is helping us accomplish this.

Thank you!